



**Springfield-Greene County Library Board of Trustees
May 16, 2017
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, May 16, 2017, at 4:00 p.m. at the Strafford Branch, 101 S State Hwy 125, Suite H, Strafford, Missouri. Members of the Board of Trustees were present or absent as follows:

1. Roll Call

	<u>Present/Absent</u>
Andrea McKinney, President and Member:	Present from item 4
Michele Risdal-Barnes, Vice President and Member:	Present
Bill Garvin, Secretary and Member:	Present
Matthew Simpson, Treasurer and Member:	Present from item 4
Steven Ehase, Member:	Present
Derek Fraley, Member:	Present
James Jeffries, Member:	Present
Catherine Moore, Member:	Present
Ashley Norgard, Member:	Absent

The Vice-President of the Board of Trustees declared that a quorum was present and called the meeting to order.

2. Public Comment:

Mr. Wesley Martin made a formal request to address the Board of Trustees at the May 2017 meeting concerning closing library branches on Easter Sunday.

Mr. Martin addressed the Board. Mr. Martin asked the library to stay open on Easter Sunday in 2018. Mr. Martin pointed out it is not a federal holiday and that he knows of no other reason for the library to be closed besides it being considered a religious holiday. After Mr. Martin finished his comments, Cooper explained that the Board of Trustees will discuss this request and get back to him with their decision at a future date.

3. Disposition of Minutes: The minutes of the April 18, 2017 meeting were reviewed.

Fraley moved to approve the minutes as presented for the regular session board meeting of April 18, 2017; Moore seconded. Risdal-Barnes yea, Garvin yea, Ehase yea, Fraley yea, Moore yea, Jeffries yea. Motion carried.

4. Standing Committees:

Buildings and Grounds Committee: James Jeffries reported for the Buildings and Grounds Committee.

Jeffries reported that the committee met at the Schweitzer Brentwood Branch on May 15, 2017. The following items were discussed:

- Entrance signage is being updated at all branches to reflect the recent change in the Weapons

Policy.

- We recently discovered the deeds for the Midtown Carnegie Branch and the Schweitzer Brentwood Branch on file with the Greene County Recorder of Deeds to be outdated. We are in the process of making updates.
- The City of Republic is offering us an opportunity to purchase 4 highway road signs pointing to the library.
- Repairs are being made to the south entrance door at the Midtown Carnegie Branch after the safety glass was shattered.
- A first draft of a new Fair Grove Branch lease agreement with the City of Fair Grove has been drafted by Jim Schmidt. It is being reviewed by counsel.
- A neighbor to the north of the Schweitzer Brentwood Branch has given the Library District permission to remove the trees and bushes planted on his property that are now growing through the privacy fence onto the Library's property. The library District will remove those trees and bushes.

Programs, Services, and Technology Committee: Risdal-Barnes reported for the Programs, Services, and Technology Committee that met Wednesday May 10, 2017.

Risdal-Barnes reported that the committee heard a presentation by Brian Grubbs, Local History and Genealogy Department Manager about the ongoing Over There: Missouri and the Great War digitization project. Grubbs will present to the full Board at an upcoming Board of Trustees meeting as part of board education.

Finance and Personnel Committee: Fraley reported for the Finance-Personnel Committee that met Monday May 15, 2017.

Fraley reported highlights from the April 2017 financials as follows:

- 83.3% of the budget year has elapsed and we have received just under \$12.5 million dollars in tax revenue.
- Hoopla circulation is up 90% over last year.
- Revenue from fines is very difficult to forecast and is coming in a bit under what was expected.
- Total revenue is just under \$13.5 million dollars for the year. That means about 1 million dollars of our revenue comes from sources other than taxes.
- On the expense side, minor equipment appears overspent but is partially offset by E-Rate reimbursements reflected elsewhere.
- Brentwood renovation expenses are almost paid in full with only one invoice outstanding.
- On the balance sheet, we are cash heavy as expected for this time of year. We have total cash of just over \$7.5 million dollars including \$386,621.63 in Reserve.
- There is a new item on the balance sheet and that is an account receivable called Due From Foundation. This amount due will decrease throughout the year as the final pledge payments are made on the Brentwood Capital Campaign through the Library Foundation.
- The Sims and Ficke Trusts have returned to the balance sheet at the request of our consulting CPA. Even though they are held by the Library Foundation, those Trusts are still owned by the Library District and must be reflected as an asset on the District's balance sheet.

Cooper shared with the Board the proposed preliminary budget she is working on for 2017-2018. It is a work in progress to be balanced and then presented to the Board for approval at the June Board meeting.

5. Report of the Director:

Items highlighted by Cooper from her written report to the Board included:

- Friends of the Library Spring Book Sale results and wrap-up party.
- Letters written to elected officials concerning IMLS funding needs.
- O'Dell was awarded the 2017 Liberty Bell Award from the Springfield Metropolitan Bar Association.
- A post-study report from Collection Services Manager Lisa Sampley, indicates that the use of

Unique Management Services, Inc. remains a feasible contracted service used by the Library District to recover materials long overdue.

- The Local History and Genealogy Department's Star Wars exhibit that was on display for the last year had 4,746 visitors.
- The Library processed 1,477 passport applications in the last two months.
- Cooper attended the Minorities in Business Welcome Reception, met many new people and told them about library services.

Cooper distributed the completed Fiscal Year 2016 Annual Report and reminded Board members of a link through email to the mid-year update to the state of the library recorded last week.

6. Foundation Update:

Cooper reported on behalf of the Library Foundation.

Cooper explained that Risdal-Barnes, Norgard, and Cooper are currently serving on a Task Force along with two members of the Library Foundation Board. The Task Force has held their second meeting and are planning to set up a third meeting prior to the next Library Foundation board meeting scheduled for June 26, 2017. The Library is holding off hiring for the position of Library Foundation Director for now.

The Piper Kerman event at the Springfield Art Museum was a very nice event that a diverse group of attendees enjoyed. The bad news is that after expenses were figured, we lost \$825 on the event.

7. New Business:

Risdal-Barnes recognized retiring Board member James Jeffries who is retiring from the Board in June 2017, and this will be his last official meeting. Risdal-Barnes expressed many thanks to Jeffries for his work on the Board. Jeffries expressed how privileged he feels to have served on the Library Board.

8. Miscellaneous Business:

None

9. Adjournment: There being no further business, Moore moved to adjourn the regular session; Simpson seconded. McKinney yea, Risdal-Barnes yea, Garvin yea, Ehase yea, Fraley yea, Moore yea, Jeffries yea, Simpson yea. Motion carried.

The regular session was adjourned at 4:41 p.m.

Board of Trustees

Business Office Manager