



**Springfield-Greene County Library Board of Trustees
October 18, 2016
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, October 18, 2016, at 4:00 p.m. at the Library Center, 4653 S. Campbell, Springfield, Missouri. Members of the Board of Trustees were present or absent as follows:

Present/Absent

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

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

Disposition of Minutes: The minutes of the September 20, 2016, meeting were reviewed. Moore moved to approve the minutes of the regular session board meeting of September 20, 2016; Garvin seconded. McKinney yea, Garvin yea, Fraley yea, Moore yea, Norgard yea. Motion carried.

Standing Committees:

Finance and Personnel Committee:

McKinney reported for the Finance-Personnel Committee that met on October 17. With 25% of the year elapsed, the Library has spent 22% of the budget. A review of the operating expenses for September shows we are on target. The category of charges and services is a bit above due to payments in September for insurance premiums, software subscriptions and bank fees. The capital outlay category is showing us in a negative position due to progress on the Brentwood renovation. Kathy Hillenburg, our consulting accountant, has suggested we make a change to our future financial reporting documents to better reflect the scope of the Brentwood renovation project and improve our ability to separate that major project from the normal operating financials. Next month a separate report detailing the financial impact of the Brentwood renovation project will be presented to the Board. The balance sheet shows just over \$2.4 million in cash on hand in our regular checking account and \$628,093.74 in the reserve account. Beginning next month, payments for Brentwood's automated materials

handling system will be reflected in the reserve fund. Investments remain the same, and a bond payment will be made during October. The unrestricted fund balance is just over \$4.5 million.

Buildings and Grounds Committee: Garvin reported for the Building and Grounds Committee.

The Buildings and Grounds Committee met on October 11 and discussed the following items:

- At the Ash Grove branch, a water line broke on our side and has since been repaired at minimal cost.
- At the Library Station, preparations for the Missouri Library Association (MLA) awards gala were made such as repainting the study rooms and general cleaning in advance of the event. The signature model railway overhead in the children's department now features a new g-scale train and track. The tiered rock feature in the children's department intended to provide extra seating for parents has been a temptation for climbing children instead. There was discussion about removing this feature, but instead we are installing a display case on the top tier featuring a model train from the Ozark Garden Railway Society (OGRS). The display case is secured to the rock and effectively prevents climbing.
- At the Library Center, the Mudhouse's pastry case compressor stopped working and has since been repaired.
- The Brentwood construction budget and timeline still look very good. A \$100,000 contingency fund was set aside at the beginning of the project, and thus far only \$32,000 has been spent. Money is spent from the contingency fund anytime there is a change order request which alters the original contract. There have been twenty-one of those so far. The \$100,000 amount was the amount recommended by the architects and construction contractors. The building layout is really taking shape now. Fifty librarians from across the state toured the space during the MLA conference. The floor has been poured for the addition. Glazers are framing in the windows now, and we should have glass installed by the end of October. The water line from Seminole street has been installed incurring a bit of extra cost. Work started on the drive-through window lane. However, AT&T needs to move a guy-wire that is in the way and will do so soon. We are scheduled to begin putting shelving back in on the 14th of November followed by furniture. The timeline for opening includes a Saturday, December 10th preview event. The temporary Brentwood facility's last day of service will be December 23rd. Grand opening is scheduled for Saturday, January 7th. We take possession on December 1st.

Report of the Director:

- Kim Flores has decided to stay at the Library Station as the branch manager rather than returning to the Brentwood Branch. Interviews for the Schweitzer Brentwood Branch Manager are ongoing. Several internal candidates, as well as, several external candidates during MLA have been interviewed. Second interviews will occur very soon. Melissa "Mel" Davis is the new District Business Office Manager. She will be working with the Board of Directors and serving as Administrative Assistant to the Executive Director. Mel is already deep into learning the Library's accounting procedures. Joey Borovicka left his temporary assignment in the Library Center Circulation Department, to take over for Melissa Davis at the temporary Brentwood location until the Schweitzer Brentwood Branch opens. This shifting around of staff presents great opportunities for growth.
- The Library's annual Staff Development Day took place on October 10. It was a good day and all of the presentations were done by our own staff who did an excellent job. We enjoyed entertainment provided by UKE 66, a local ukulele group. I presented the State of the Library address and shared information about our employee makeup: we currently have 247 active employees, 108 full time, 133 part time and 6 temporary. Our youngest

employee is 17 and our average age is 40.6. We have 191, or 77 percent, females and 56, or 23 percent, males. The racial makeup is 92 percent white, 4 percent non-white and 4 percent unspecified.

- The Library District hosted a very successful annual conference of the Missouri Library Association. Fifty-five staff members were able to attend all or part of the conference. The conference provided great training and networking opportunities for staff. In addition, seventeen of our staff members were presenters at conference. They did a great job, and I was very proud of them. They represented our library district well. Renee Brumett and Erin Gray were the conference co-chairs, and they did a great job. Kim Flores and Krissy Sinor have been invited to present their customer service training to the staff at the Joplin Public Library.
- Midtown Carnegie Branch Circulation Manager Gina Marie Walden gave a presentation about the Heirloom Seed Library to the Lebanon Laclede County Master Gardeners.
- The TIF Commission for the Springfield Plaza TIF has been reconvened. The group met once three years ago, but terms expired. I will be serving a second term and the next meeting is scheduled for November 28.
- Some of the photos from our Local History collection will be used in the Heer's building. The photos will be blown up to panels measuring 3 feet by 5 feet for use as décor in the building. This is one of only a few photo requests we have received. One of our photos will also be presented at the National Museum of African American History and Culture in Washington D.C.

Foundation Update:

The ReNew Brentwood Capital Campaign is \$15,000 away from its \$2.5 million goal. The Steering Committee has several outstanding grant requests.

New Business:

Cooper reported it is time to renew our health insurance coverage for 2017. In preparation our health insurance broker, HealthCare Solutions Group, provided four quotes for comparison. A quote from CoxHealth was also provided but was found to be cost prohibitive. Currently we have Optum. If we renew with Optum for another year, the price would go up for fixed costs, annual costs and liability. One of the quotes received was from American Fidelity. The quote from American Fidelity came in at a cost savings of \$41,558 while maintaining the same level of coverage throughout. Our claims have been low during 2016 and this is the first time in many years that we have received a lower quote at renewal. Both Regina Cooper and Human Resources Manager Lori Strawhun recommend that we choose the American Fidelity plan. In addition, we can lock-in these rates if we can sign the contract by Friday, October 21. Cooper is asking for Board approval to proceed. Fraley asked if the American Fidelity plan is compliant with Obamacare. Cooper answered yes. Fraley asked if American Fidelity is a worthy company with a strong rating. Cooper expressed confidence that this is a comparable plan from a worthy company. Additionally Cooper assured that our broker, HealthCare Solutions Group would not recommend this company to us if there were any concerns as to their worth. Fraley made the suggestion that attaching a healthcare rating to quotes in the future would be good documentation for the Board to have as proof in hand of the company's worth. Fraley moved to approve the quote from American Fidelity and authorize Cooper to sign the contract with American Fidelity locking in rates by October 21 provided documentation can be provided that speaks to the worthiness of American Fidelity; Moore

seconded. McKinney yea, Garvin yea, Fraley yea, Moore yea, Norgard yea. Motion carried. Cooper will get back with the Board providing the documentation, and then sign the contract.

Cooper reported on the status of other health insurance plans for 2017. As for our dental plans, we are in year two of a rate guaranty for both part-time and full-time employee plans. Vision coverage remains the same for another year but the premiums will be going down by a few dollars.

Adjournment: There being no further business, Norgard moved to adjourn the regular session; Garvin seconded. McKinney yea, Garvin yea, Fraley yea, Moore yea, Norgard yea. Motion carried.

The regular session was adjourned at 4:40 p.m.

Board of Trustees

Business Office Manager