



## Springfield Greene County Library Board of Trustees

August 20, 2024

Meeting Minutes

The Board of Trustees of the Springfield-Greene County Library District met on Tuesday, August 20, 2024, at 4:00 p.m. at the Library Station.

Members of the Board of Trustees were present or absent as follows.

<u>Roll Call</u>	<u>Present/Absent</u>
Stacey Penney, President and Member:	Present
Aaron Jones, Vice President and Member:	Present
Chris Bozarth, Treasurer and Member:	Joined at 4:22 p.m.
James Nevins, Secretary and Member:	Present
Clinton Beecham, Member:	Present
Rachael Morrow, Member	Absent
Melanie Weiler, Member:	Absent
David Yancey, Member:	Present

The meeting was called to order at 4:05 p.m.

Yancey moved that the minutes be approved as amended. Beecham seconded. Motion carried. (5 yes/0 no)

### Finance and Personnel Committee

Penney presented the report from the committee meeting.

In light of the current openings in the IT department, the library decided that IT positions should be pulled out of the current track system and be moved into a separate track so that salaries could be adjusted to compensate staff appropriately. Positions were also recently restructured. Lastly, experience and education requirements were aligned more with the industry standards. The positions would be hourly with new exemption laws coming in January. The item was recommended by the committee and with no discussion, the board voted. Motion carried. (5 yes/0 no)

Guaranty Bank recently contacted the library concerning the Library's \$2M line of credit. The bank requested that the line of credit be reduced from \$2M to \$1M. The Library hasn't used the line of credit in several years, but in light of the construction projects, Walton asked if the library could go back to \$2M easily. The Bank said it would only take a few days to go back to the \$2M. The committee

recommended decreasing the Guaranty Bank line of credit from \$2M to \$1M. The board voted and the motion carried. (5 yes/0 no)

Last month, the Sims funds (designated for Willard) were transferred to the reserve fund. The Willard circulation desk project is now finished, so the Library needs to move \$19,618 back from reserves into operating to pay for that project. The Committee recommended that the board approve the transfer. No discussion; the motion carried. (5 yes/0 no)

Walton discovered that the Library does not have a current Whistleblower policy. Other library policies have been reviewed and will be used to make one for the district. The committee will then review and make a recommendation to the full board at a future meeting.

According to the Committee policy, the board has to approve any changes to the committee structure. Walton would like to change the policy to allow him to establish committees as needed. Walton is rewriting the policy and will present it at a future meeting for the board to approve. This is of interest right now as Walton would like to establish a staff executive team.

### **Buildings and Ground Committee-**

As no one was available to give the report, Vickie Hicks read the meeting minutes as follows:

“Midtown Carnegie Branch Library ARPA update: Eva Pelkey reported that

- Existing HVAC equipment, including the boiler, is being removed.
- The electrical demo and disconnection are underway, as is the plumbing demo.
- There are two asbestos tile areas in the basement. Neither are in the main work areas, but Crossland is obtaining estimates for abatement.
- The demolition of the north entry is scheduled to begin in two weeks.

The Library Center ARPA update: Jessie East reported that

- Bids will be opened on August 13 at 2:00 p.m. in meeting room B.
- The guaranteed maximum price (GMP) will be announced on August 20 at 2:00 in the Story Hour room.
- The city ARPA council will meet on Friday, August 16. Entities that have received ARPA funds will need to report whether they are using their money, and the money not used will be re-evaluated.
- The surplus property auction will be on August 24 at 10 a.m. in the west parking lot.
- Construction is still slated to begin in early September.

Republic Branch Library ARPA update: Tysha Shay reported that

- The easement agreement is not final yet. The law firm is working on it.
- 40% of the construction document phase is complete and the 40% cost review is being conducted.
- Nabholz had a meeting with Tysha last week to discuss ways to engage the community in the project.
  - It was decided to put it open fencing vs. covered fencing but to keep the site visible to the community so that progress could be seen.
  - Other ideas were discussed but not finalized.

**Development Status:** Walton reported

There have been several applicants for the Director of Institutional Advancement position. The project leads, Katie Hopkins, Vickie Hicks and Ed, met Monday, August 12, to discuss preparing items in advance of the position being filled so promotional materials will be ready to go. They discussed

- Naming opportunities for each location
- Pricing on the naming opportunities is being evaluated and will eventually be run by community leaders for input.
- Potential donors were discussed and a shared list will be made available for staff to add names.
- Ed had a conversation with Guaranty Bank and they have requested a proposal.
- Ed met with Jason Gage after the Community Leadership Forum and asked about additional funding streams. Jason indicated that there may be some unused ARPA funds, so he requested a library proposal. Ed prepared a proposal for \$250K. Jason suspected \$80K to be available, but Ed wanted to make sure the Library could get whatever was available.

Ed clarified that we could borrow or use reserves for the ARPA projects. Additional funds could be allocated from grants and fundraising.

**Capital Improvement Projects**

Walton presented a list of FY2025 Capital projects that Leland and he evaluated. The items are prioritized, and some pricing has been determined. Other projects are being prepared for estimates. The budget for the capital improvements was determined before the list was evaluated. These projects will be completed throughout the year.

**Building Evaluation Report**

Updated replacement cost estimates for three of the library buildings were provided by (Midtown Carnegie Branch, Schweitzer Brentwood Branch and the Library Station) were provided by the underwriter for selective insurance. Two of the branches have declined in value and they will wait until the renovations are complete on the Midtown Carnegie branch before determining its value. The adjustments could save the library money and are not mandatory.

**Building and Grounds Project Updates**

- The Library Station—Buildings and Grounds discovered and patched a second puncture in the roof membrane caused by a mechanical service door that was blown off in a high wind. We are awaiting the cost.
- The Library Center—During the Elevator Certification process, the library learned that there was a wiring violation. The Lighting electrical circuit and the door edge circuits should be dedicated. The expected test and rewiring will cost \$6,588.
- The Library currently uses Atlas for our alarm monitoring. Recently, alarms have been going off, and they can't seem to isolate the location. The Library has decided to investigate other companies."

At the conclusion of the minutes being read, Nevins moved to approve the easement agreement; Jones seconded, motion carried. (5 yes/0 no)

Walton added

- The Library Center's project Guaranteed Maximum Price meeting will be at 2:00 p.m. on August 21.
- The Republic Branch Library project is coming in right now at \$8.5M, but by the time we bid, it may come to \$8.4M.

Chris Bozarth entered the meeting at 4:22 p.m.

### **Executive Director's Monthly Report**

Walton reviewed his prepared report and then highlighted the following:

- Walton attended a presentation on the Sunshine Law, and moving forward, the Library will record the number of yes/no votes for the public record.
- Walton will be featured on the Our Town podcast with Tom Carlson in September
- Around the district, several technology upgrades are happening: a new catalog, website, IT infrastructure, access systems and a new telephone system.
- Summer Reading programs are done. These programs have such a positive effect on the community. Branches were full of smiling kids and happy adults.
- Sedaris ticket sales are going well.

Nevins commented that he was pleased to see the hygiene station at The Library Station. He suggested asking businesses for donations.

Penney commented that there is a lot of change happening at one time and that she thought everyone was doing a good job handling the changes. She thanked the staff.

**Unfinished Business**, nothing to report

### **New Business**

- There will be a special Board Meeting to approve the tax assessment on August 30 at noon via Google Meets. As of the board meeting, the Library was working with the county clerk to finalize the number. A public notice will be sent.
- Walton reported that the July Statistical Report was provided in the board packet. The statistics show that the library's trends are stable. Walton's take on usage rates is that the Library will see increases again.
- Robert Stephens's resignation was sent to the Mayor last week. The Library will work with the city to fill that position.
- The Board recognition was postponed until next month

Jones made a motion for the meeting to adjourn, and Nevins seconded. The motion passed (5 yes/0 no) and the meeting was adjourned at 4:50 p.m.