



**Springfield-Greene County Library Board of Trustees  
September 19, 2023  
Meeting Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, September 19, 2023, at 4:00 p.m. at the Republic Branch Library.

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

**Roll Call**

**Present/Absent**

Rachael Morrow, President and Member:	Present
Stacey Penney, Vice President and Member:	Present
Aaron Jones, Treasurer and Member:	Present
Chris Bozarth, Secretary and Member:	Absent
Clinton Beecham, Member:	Present
Samuel Snider, Member:	Absent
Robert Stephens, Member:	Present
Melanie Weiler, Member:	Present
David Yancey, Member:	Present

The President of the Board of Trustees called this meeting to order at 4:12.

**Consent Agenda:**

- Minutes –August 24, 2023 Board meeting
  - A motion was made (Clinton Beecham) and seconded (David Yancey) to approve the minutes. Motion carried.
- Minutes—July 18, 2023 Board meeting
  - A motion was made (Clinton Beecham) and seconded (David Yancey) to approve the revised minutes. Motion carried.

**Standing Committees:**

**Buildings & Grounds Committee:**

There is a water main break at Library Station. Ascension Protection noticed a leak where the fire hose connects, and an additional leak was found. City Utilities is responsible for the water line to the water meter. Since the leak is on our property, it is entirely our responsibility. Clinton recommended that we check out the rest of the pipe while it is open.

A new lease agreement for the Ash Grove Branch was drafted, as there had been no increase since 2018. The Library is proposing a new lease rate of \$550.70 per month. This increase is based on the CPI inflation calculator from August 2018 to July 2023 so is a cumulative inflationary increase. A motion was made (Clinton Beecham) and seconded (Aaron Jones) to pursue the new lease agreement with Ash Grove at the requested rate. It could not be approved at the meeting as Chris Bozarth wasn't present, but will be sent electronically for approval.

**Executive Committee:**

Rachael Morrow reported that there was no Executive Committee meeting this month.

**Programs, Services & Technology Committee:**

David Yancey reported for the P,S&T committee that met on September 12, 2023. Tysa Shay, Kathi Woodward and Sarah Bean Thompson gave a report on Reader's Advisory, which showcased many creative and engaging ways to find your next read.

**Finance & Personnel Committee:**

As of August 31, 2023

- 16.7% of the year has elapsed
- 12.8% of the budget has been spent
- 3.9% under budget for expenditures

Revenues

- Taxes received in August were \$53,025.51. Receipts were from delinquent taxes & interest on taxes.
- Revenue other than taxes in August was \$132,577.69, 15.9% of the amount budgeted.
- Total revenues for August were \$185,603.20.
- Copy machines income for August was \$9,740.38, 17.6% of the budget.
- Interest income in August was \$55,010.07, 60.5% of the budgeted amount.
- Out-of-county fees for August were \$7,920.00 or 23.9% of the budget.
- Passport fees in August were \$24,335.00 at 19.4% of the budget.
- Trust income for August was \$13,278.61, 16.6% of the budget.

Expenses

- Salaries for August were \$892,741.16 with a headcount of 225/227/227.
- Total personnel expenses were \$1,045,616.39 or 17.5% of the budget. This total included three paydays in the August financials.
- Building repairs in August totaled \$11,696.29, 4.9% of the budgeted amount.
- Professional services for August were \$74,851.71 or 13.4% of the budgeted amount.
- Utilities in August were \$25,404.83, 15.2% of the budget.
- Vehicle repairs for August were \$2,540.32 or 12.1% of the budget.
- Total operating expenses for August were \$1,357,348.84, 13.2% of the budgeted amount.

Operating cash at the end of August was \$5,802,987.29.

Capital/Reserve fund total at the end of August was \$4,683,859.12.

**Report of the Director:**

Regina Cooper highlighted many items from the Executive Director's Report for September 2023. Please see the Executive Director's Report for September 2023.

**Library Foundation update:**

Emily Hertzog provided an update for the Foundation for September 2023. Please see Foundation report.

**Strategic Plan Update:**

Regina Cooper provided an update that the Strategic Plan is being fine tuned and in November 2023, branch managers will be trained regarding any changes. The Administrative Staff retreat has been moved to the January/February timeframe to accommodate this training.

**Unfinished Business:**

Rachael Morrow has signed the contract to purchase the Fair Grove property for future Library use for \$1.00.

**New Business:**

After discussion with the six other Directors of Large Library Systems (DOLLS), it was determined that there would be no By-Law change to enable a vote via email. If a vote is needed, a vote can be conducted via Zoom.

A staff member brought to the attention of administration that our current Political Activity Policy was not up to date federally, in accordance with the Hatch Act, so our law firm, Spencer Fane, drafted a proposed revision. (See Political Activity policy and revision for specifics.) The Board discussed and a motion was made (David Yancey) and seconded (Clinton Beecham) to adopt the updated and revised Political Activity Policy. Motion carried.

**Miscellaneous Items:**

Rachael Morrow announced that Regina Greer Cooper had given her notice to retire at the end of this calendar year. She expressed her gratitude for Ms. Cooper’s service and said she’d left an “indelible mark” on the Springfield Greene County Library District.

A motion was made (Aaron Jones) and seconded (Rachael Morrow) to authorize the Library to obtain proposals from qualified search firms for the purpose of hiring a new Executive Director. Motion carried.

A motion was made (Stacey Penney) and seconded (David Yancey) to use the Finance & Personnel committee to serve as the as a liaison between the search firm and Board of Trustees for the purpose of hiring the new Executive Director. Motion carried.

**CLOSED SESSION**

A motion was made (Rachael Morrow) and seconded (???) to go into closed session pursuant to R.S.Mo. §610.021(2) and 610.021(13) and approved by a roll call vote.

<u>Board Members</u>	<u>Yes/No</u>
Rachael Morrow, President and Member:	Yes
Stacey Penney, Vice President and Member:	Yes
Aaron Jones, Treasurer and Member:	Yes
Chris Bozarth, Secretary and Member:	Yes
Clinton Beecham, Member:	Yes
Robert Stephens, Member:	Yes
Melanie Weiler, Member:	Yes
David Yancey, Member:	Yes

The regular session adjourned at 5:03pm.

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Board of Trustees President

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Board of Trustees Secretary