



**Springfield-Greene County Library Board of Trustees
June 15, 2021
Meeting Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, June 15, 2021, at 4:00 p.m. at the Library Center.

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

Roll Call

	<u>Present/Absent</u>
Ashley Norgard, President and Member:	Present
Donald (Don) Chenevert, Jr., Vice President and Member:	Present
Cindy Waites, Treasurer and Member:	Present
Emily Denniston, Secretary and Member:	Present
Clinton Beecham, Member:	Absent
Rachael Morrow, Member:	Present
Stacey Penney, Member:	Present
Michelle Nahon Moulder, Member:	Present

The President of the Board of Trustees called the meeting to order at 4:00 p.m.

Consent Agenda

- Minutes – May 18, 2021, Board meeting
A motion was made (Ms. Nahon Moulder) and seconded (Ms. Waites) to approve the consent agenda. Motion carried.

Standing Committees:

Buildings and Grounds Committee:

Mr. Chenevert reported for the Buildings & Grounds Committee that met June 8, 2021.

Highlights included:

Republic

A meeting was held with Republic City Manager David Cameron about building a destination library. Mr. Cameron was interested and will continue to discuss the idea and explore funding opportunities to make this a reality.

Willard

The landlord will install the replacement awning.

Schweitzer Brentwood

The compressor has been replaced. The property owner next to the building has made additional requests and the Library attorney will be responding.

The Library Center

Staff located and marked the access point for the fire hydrant identified in the fire inspector's report. The hydrant is now functional and can be located and used when necessary.

Library Express West

There had been issue with patrons using the kiosk structure for non-library purposes. Staff has reached out to the City to see if a covered bus stop could be installed nearby.

Finance and Personnel Committee:

Ms. Waites reported for the Finance and Personnel Committee that met Tuesday, June 15.

Specific documents covered included:

- Financial Highlights Report
 - Balance Sheet
 - Monthly Budget Summary
 - Cash Flow Report
 - 2021-2022 Budget Packet
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- Ms. Waites commended staff for the strong end to the fiscal year and for all the work that went into developing the budget proposals.
 - The Committee reviewed the proposed budget and has recommendations for the Board to consider.
 - The Committee moves to approve budget Scenario C (best case) budget with:
 - The identified staffing targets by week
 - The proposed hour of operations for branches and
 - The Capital Projects Reserve amount of \$150,000

A second was provided (Mr. Chenevert). Motion carried.

- The Committee moves to approve the recommended cash carry forward of 43 percent of the 2021-2022 approved budget. A second was provided (Ms. Morrow). Motion carried.
- The Committee moves to transfer the balance of the Fiscal Year 2021-2022 revenue over expense not needed for the cash carry forward to the specifically identified capital projects reserve account. A second was provided (Ms. Denniston). Motion carried.

- The Committee moves to approve the compensation structure as presented for FY 2021-2022. A second was provided (Ms. Nahon Moulder). Motion carried.
- Ms. Waites again commended Ms. Cooper, Ms. Ruzicka, Ms. Davis, the branch managers, department heads and all the staff who worked hard to get to this point. It was a lot of good and hard work by many parties. Mr. Chenevert noted that the budget packet is a good and valuable tool for the Board, particularly the incoming Finance and Personnel Committee for the coming year, and Ms. Norgard also commended the work of staff on the budget effort.
- A recommendation was also brought forward to Finance and Personnel Committee related to building funds.
- A motion was made (Ms. Penney) to transfer 1/3 of the restricted capital at Guaranty Bank per month starting July 1 to the CFO capacity fund with the objective of being fully invested by October. The Board discussed the purpose behind moving the money and trying to grow the funds. A second was provided (Ms. Nahon Moulder). Motion carried.
- The Committee also presented the revised Library Personnel Policy Manual for consideration. The Committee moves to accept the Manual as presented with three edits, including the overall direction for staff to address any typos and errors. A second was provided (Mr. Chenevert). Ms. Nahon Moulder asked about the statement related to medical marijuana and her concern that marijuana is illegal under federal law. Motion carried.

Report of the Director

Ms. Cooper highlighted many items from the Executive Director's Report for June 2021. Please see *Executive Director's Report* for June 2021.

Library Foundation update:

There was no Foundation report provided. However, several Trustees noted the open house honoring the Ball Foundation gift at the Library Station and commended staff on their efforts to obtain the funding and on their execution of the project.

Board Education

Katie Hopkins presented on the Calming Kits and Social Stories.

New Business

Mr. Chenevert presented bylaws changes for consideration.

A motion was made (Mr. Chenevert) and seconded (Ms. Denniston) to amend the bylaws to state that that the time and place for monthly meetings for the fiscal year be decided by the Board not later than its August meeting. Motion carried.

A motion was made (Mr. Chenevert) and seconded (Ms. Denniston) to amend the bylaws to reflect that officers be approved “not later than the July meeting.” Motion carried.

Mr. Chenevert presented the slate of officers and committee members for FY 2021-2022. (see recommendation of officers and committees).

A motion was made (Mr. Chenevert) and seconded (Ms. Norgard) to accept the nominees for each of the offices and committee positions as described. Motion carried.

The Board of Trustees recognized the service of retiring Trustee, Ashley Norgard.

Miscellaneous Items

The Library District is ready to host the Board and committee meetings at other branches. A motion was made (Mr. Chenevert) and seconded (Ms. Penney) to accept the scheduled rotation of Board meetings and committee meetings. Motion carried.

Ms. Nahon Moulder and Mark McNay are in the process of being appointed by the City of Springfield to serve as members of the Board. Mr. Chenevert shared with the Board that Tez Ward recently resigned from the Board for personal reasons. Thus, there is an additional Board vacancy that needs to be filled. Mr. Chenevert invited the Trustees and staff to submit to the Board or Ms. Cooper the names and contact information of individuals that live in the City or Springfield or Greene County who might have an interest in serving on the Board.

A motion was made (Ms. Norgard) to go into closed session pursuant to R.S.Mo. §610.021(3) and approved by a roll call vote.

Ashley Norgard, President and Member:	Yes
Donald (Don) Chenevert, Jr., Vice President and Member:	Yes
Cindy Waites, Treasurer and Member:	Yes
Emily Denniston, Secretary and Member:	Yes
Rachael Morrow, Member:	Yes
Stacey Penney, Member:	Yes
Michelle Nahon Moulder, Member:	Yes

The regular session adjourned at 5:32 p.m.



Board of Trustees

Planning & Development Librarian