



Springfield-Greene County Library Board of Trustees
April 16, 2019
Minutes

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, April 16, 2019, at 4:00 p.m. at the Guaranty Bank, 2144 E Republic Rd., Springfield, MO 65804 in the 2nd floor conference room. Members of the Board of Trustees were present or absent as follows:

1. Roll Call

	<u>Present/Absent</u>
a. Catherine (Katie) Moore, President and Member:	Present
b. William (Bill) Garvin, Vice President and Member:	Present
c. Michele Risdal-Barnes, Secretary and Member:	Present
d. Cindy Waites, Treasurer and Member:	Present
e. Steven Ehase, Member:	Present
f. Ashley Norgard, Member:	Present
g. Andrea McKinney, Member	Present
h. Emily Denniston, Member:	Present
i. Donald (Don) Chenevert, Jr.	Present

The President of the Board of Trustees called the meeting to order.

2. Consent Agenda

- Minutes - March 19, 2019 board meeting.
The minutes were corrected to reflect Chenevert, Jr. arriving during item number 3 in the agenda rather than item number 6.
- Policies in Force Review:
 - Board Policy Regarding Evaluation of the Library's Executive Director
The policy was revised at bullet point A to change the word "mailed" to "distributed."

Chenevert, Jr. moved to approve the March 19, 2019 minutes as corrected and to approve the Board Policy Regarding Evaluation of the Library's Executive Director as revised; Waites seconded. Moore yea, Garvin yea, Risdal-Barnes yea, Waites yea, Ehase yea, Norgard yea, McKinney yea, Denniston yea, Chenevert, Jr. yea. Motion carried.

3. Standing Committees:

Finance and Personnel Committee: Waites reported for the Finance-Personnel Committee that met Tuesday, April 16, 2019 at 8:00 a.m. at the Schweitzer Brentwood Branch Library.

Waites reported highlights from the March 2019 financials as presented. Specific documents covered included:

- Financial Highlights Report March 2019

- Balance Sheet March 31, 2019
- Monthly Budget Summary Month Ending March 31, 2019
- Cash Flow Report March 2019

Waites explained that the budget revisions from last month are incorporated into these March financials. The bond principal payment has been made for the year, but the balance sheet won't be updated to reflect the payment until the end of the fiscal year.

Waites reported that the committee discussed the need for budget markups with those changes accounting for 0.69% change in the total budget. The staff did check with the auditors as requested and this appears to be nothing required or reviewed by the auditors. Staff have been charged with the task of drafting a policy establishing a specific percentage change threshold that would need to be met before taking any budget revisions to the board in the future.

Cooper reported about progress being made by attorney Matt Growcock, the library's legal counsel, in reference to the AmTrust worker's compensation audit dispute

Finally, the May Finance and Personnel meeting has been rescheduled to Monday, May 20th at 8:00 a.m. due to a scheduling conflict.

Buildings and Grounds Committee: Risdal-Barnes reported for the Buildings and Grounds Committee that met Tuesday, April 9th, 2019 at 8:00 a.m.

Risdal-Barnes. reported highlights including:

- The committee received updates concerning upcoming grant funded opportunities for the district including
 - A grant from Ebsco to fund the addition of solar panels at the Library Center
 - An AARP grant to fund a lower curb on the north side of the Library Center parking lot to provide easier access for patrons that ride the bus.
- Phase 2 of the carpet installation at the Library Center has been scheduled to begin on April 22 and continue through May 22. All collections are expected to be accessible to the public during the work.
- The elevator work at the Midtown-Carnegie branch is scheduled to begin on April 29 and continue through May 31.
- As part of the Friends of the Library grant to refurbish the Library Station's reading room, a cyberbar is being constructed by the library's buildings and grounds staff.

4. Report of the Director:

Cooper highlighted many items from the Executive Director's Report for April 2019. Please see *Executive Director's Report* for April 2019.

Cooper shared that recently Don Chenevert, Jr. approached his employer SRC Holdings about a donation in support of the Summer Reading Program. As a result Chenevert, Jr. was pleased to present a check to Cooper in the amount of \$5,000. Cooper expressed many thanks to Chenevert, Jr. for his advocacy efforts and to SRC Holdings for the generous donation.

Foundation Update:

Library Foundation Development Director, Melissa Adler reported via written report on behalf of the Library Foundation.

Adler reported updates including:

- BirdBox author Josh Malerman will not be a part of the Oh the Horror! Series this fall. Malerman will have a second movie in production and could not commit to the date so the library withdrew its firm offer. All was left on good terms however, if we want to consider him in the future.
- The Foundation had agreed to help the Death & Dying series find a sponsor. In addition to programs, the series needs funding for one possibly two author events. I have prepared a sponsor packet and will be approaching potential sponsors soon.

5. Old Business:

None

6. New Business:

None

7. Miscellaneous Items:

None

8. Adjournment:

There being no further business, Moore called for a motion to adjourn. Risdal-Barnes moved; Norgard seconded. Moore yea, Garvin yea, Risdal-Barnes yea, Waites yea, Ehase yea, Norgard yea, McKinney yea, Denniston yea, Chenevert, Jr. yea. Motion carried.

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

Board of Trustees

Business Office Manager



**Board Planning Retreat
Springfield-Greene County Library District
April 16, 2019
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met for a planning retreat on Tuesday, April 16, 2019, at 12:00 p.m. at Guaranty Bank, 2144 E Republic Rd., Springfield, Missouri 65804 in the 2nd floor conference room. Members of the Board of Trustees were present or absent as follows:

	<u>Present/Absent</u>
Catherine (Katie) Moore, President and Member:	Present
William (Bill) Garvin, Vice President and Member:	Present
Michele Risdal-Barnes, Secretary and Member:	Present
Cindy Waites, Treasurer and Member:	Present
Steven Ehase, Member:	Present
Ashley Norgard, Member:	Present
Andrea McKinney, Member	Present
Emily Denniston, Member:	Present
Donald (Don) Chenevert, Jr.	Present

Agenda items were discussed in the following manner:

1. Board Education: Strategic Planning

The Board of Trustees invited Matt Simpson, Ozarks Technical Community College's Chief Research and Planning Officer to share information about OTC's recent strategic planning efforts. Simpson facilitated a discussion for the Board Trustees leading them through a SWOT analysis of the Library District.

During the discussion led by Simpson the group worked to define service groups and mission measures. Next, the group discussed internal strengths and weaknesses as well as external opportunities and threats.

2. Summary of Administrative staff SWOT analysis – Regina Cooper

Cooper presented a summary of the results from the Administrative staff SWOT analysis session. She pointed out the differences and similarities in the results from both exercises. The group discussed many of the issues and ideas around the table.

3. Strategic Plan – Katie Moore and Regina Cooper

Moore and Cooper shared information about strategic plan methodology. The group discussed possible ideas to shape the library's strategic plan into the future.

4. Long-range Visioning - Bill Garvin

Based on a class Garvin taught at Drury University, he spoke about looking at predictions made about the future. What is the library likely to look like in the future? In reality, your strategic plan is 25 years, but your action plan is shorter at 5 years and can be recalibrated every few years. It is more of a rolling plan.

5. Next Steps in Strategic Planning

Discussion shifted to reviewing and revising the mission statement.

6. Board Self-Assessment – Catherine Moore

This is being tabled until a future meeting because Moore has yet to receive all of the completed board member self-assessments. Moore reminded the trustees to send completed self-assessments to her office at their earliest convenience.

Retreat adjourned at 3:57 p.m.

In accordance with ADA guidelines, if you need special accommodations when attending any Library meeting, please notify the Business Office at 883-5366 at least 3 days prior to the scheduled meeting.

Our mission: To improve and enrich the lives of our users through information, education and recreation. The Library values the citizens of Greene County and responds to their needs by providing clean and inviting buildings, well-organized and up-to-date collections, friendly professional service and well-trained staff who are committed to the Library vision.