



**Springfield-Greene County Library Board of Trustees  
April 20, 2021  
Meeting Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, April 20, 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
Marteze (Tez) Ward, 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 - March 23, 2021 board meeting

The consent agenda was approved by the board.

Standing Committees:

Buildings and Grounds Committee:

Mr. Chenevert reported for the Buildings & Grounds Committee that met April 13, 2021.

The Library Center

- Earth work is being done around the building, eventually the ground will be leveled.

- Water cooler has replaced and fire hydrants are being inspected to determine why one has not been working properly.

#### Ash Grove

- A leak has developed and Leland will update on the issue.

#### Willard

- Keyless entry has been installed.

#### Midtown

- Parking lot restriping is underway.

An update was provided on efforts to attract a café tenant for the Midtown and TLC facilities. Jim Schmidt is developing an RFP to share with entities to gauge interest in filling either or both slots. The Library owns the coffee assets so there is a low entry point for those that might have interest. Ms. Cooper has also heard from an individual who might be interested. Ms. Norgard and Mr. Chenevert encouraged staff to continue with the RFP process and gauge broader interest.

#### Finance and Personnel Committee:

Ms. Waites reported for the Finance and Personnel Committee that met Tuesday, April 20.

Specific documents covered included:

- Financial Highlights Report
  - Balance Sheet
  - Monthly Budget Summary
  - Cash Flow Report
- Ms. Waites commended staff on their efforts this year to keep expenses down and cash position strong. As we near the end of the year finances are strong and reflect that hard work.
  - The Committee discussed hiring and employee count. Rehiring is moving along. Technically the District is still under a hiring freeze but there is still ability to address some existing staffing needs.
  - Lisa Sampley discussed the pro forma. The high end of the estimate for this year's pro forma is \$337,000. The Committee did not vote on this matter but Ms. Sampley will proceed with her recommendation.
  - Staff is working to develop the budget. The Board has requested three scenario budgets: best case, flat revenue, and worst case. The Committee will review before the normal meeting and the budget will come to the full board at the June meeting before going into effect July 1. There may be extra meetings to finalize the budget.

- The Committee also discussed personnel policies. Senior staff has been meeting with Elizabeth Wentz. She has gone through the manual and the redlined version has been presented to Finance and Personnel. The Committee provided her with questions and she and Lori are responding. The goal is for the board to approve a final draft before the end of the year.

### Report of the Director

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

### Library Foundation update:

Laure Edmondson provided an update from the Library Foundation:

The Foundation paid the Library over \$10,000 in March.

The Laton Endowment has reached over \$600,000 for the first time since its inception.

In the fall of 2019 the Ball foundation awarded the Library Foundation \$108,000 for Library Station improvements to the children's area. Due to Covid-19, the opening has been delayed but staff is excited to open this addition. The board viewed a video about the station amenities available to youth that will soon be open to the public.

### Old Business

#### *Materials Selection Policy*

The board has been tabling the materials selection policy. Ms. Nahon Moulder provided a redlined draft for discussion, but after initial feedback it was determined that the Programs, Services & Technology Committee should finalize a draft recommendation to bring to the board for consideration. A motion was made (Ms. Nahon Moulder) and seconded (Ms. Penney) to table the discussion until the May board meeting. Motion carried.

Ms. Norgard reminded the board about the work related to policy review. The District wide policies for patrons and the public are being reviewed and worked through by the board and the Finance and Personnel Committee is handling employee related policies.

#### *Strategic Planning Update*

Matt Simpson met with administrative staff regarding the strategic plan and Ms. Cooper is working with him on next steps.

He will attend the next administrative staff meeting to develop benchmarks for each key deliverable and develop staff champions for each one. Rachael Morrow joined the discussion as well and was excited about the discussion and the participation and seeing the plan become a working plan that gives direction and guidance.

Ms. Waites reminded that the budget should support the plan and serve as a way to prioritize and incorporate goals of the plan.

*Community Phases/Staffing & Hours*

Staff provided an update on branch hours and staffing as the community advances through COVID-19 recovery. Ms. Ruzicka provided information for the board to review and consider on new hours. Ms. Cooper said that they have been evaluating current hours, pre-pandemic hours, branch traffic, staff time, and staff feedback to develop a next phase recommendation for Library Hours. The proposal would offer 14.5 fewer hours a week than the District offered before the pandemic but are an increase of 62 hours from current operation.

Ms. Cooper recognized the board would not be ready to vote today but wanted to present the information that had been gathered.

Mr. Schmidt led the discussion of hours with branch managers and also feels that this was a good proposal based on analytics, feedback, and community need. The proposed new hours would go into effect as soon as the City reaches "Green Level" Covid recovery. This District needs time to adequately prepare for and staff this increase.

Ms. Norgard is interested in seeing the budget estimations at full wage restructure coupled with significantly increased staffing as we consider budgets.

As a reminder, the approved budget number per pay period on staffing is currently \$256,000 and approximately \$252,000 is being spent. If 30 positions were added, it would increase payroll approximate \$21,000-\$22,000 per pay period.

The board discussed the need to properly prepare and adequately staff balanced with the larger discussion on the budget and the ability to support staffing decisions long term. Ms. Ruzicka stated that the fastest she is able to hire is approximately 4 people per week.

The board discussed an increase of \$10,000 per pay period. This type of increase would help with the needed staff increase and would still be within the budget for the current fiscal year. A motion was made (Mr. Ward) and seconded (Ms. Nahon Moulder) to increase the current salary cap to \$266,000 per pay period through the end of the fiscal year. Motion carried.

The regular session adjourned at 5:12 p.m.

*Emily Denniston*

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Board of Trustees

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Planning & Development Librarian