



Springfield-Greene County Library Board of Trustees
August 15, 2017
Minutes

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, August 15, 2017, at 4:00 p.m. at the Library Center, 4653 S Campbell, Springfield, Missouri. Members of the Board of Trustees were present or absent as follows:

1. Roll Call

	<u>Present/Absent</u>
a. Michele Risdal-Barnes, President and Member:	Present
b. Steven Ehase, Vice President and Member:	Absent
c. Ashley Norgard, Secretary and Member:	Present
d. Derek Fraley, Treasurer and Member:	Absent
e. Cindy Waites, Member:	Present
f. Catherine Moore, Member:	Present
g. Matthew Simpson, Member	Present
h. Andrea McKinney, Member	Absent
i. Bill Garvin, Member:	Present from item 4c

The President of the Board of Trustees declared that a quorum was present and called the meeting to order.

2. Public Comment: The individual who requested the opportunity to speak to the Board of Trustees at the August meeting was not present at the meeting.
3. Disposition of Minutes: The minutes of the July 18, 2017 meeting were reviewed.

Simpson moved to approve the minutes as presented for the regular session board meeting of July 18, 2017; Moore seconded. Simpson yea, Norgard yea, Moore yea, Waites yea, Risdal-Barnes yea. Motion carried.

4. Standing Committees:

Finance and Personnel Committee: Norgard reported for the Finance-Personnel Committee that met Monday, August 17, 2017 at 12:00 p.m.

Norgard reported highlights from the July 2017 financials as presented. Specific documents covered included:

- Monthly Budget Summary (Total Budget) Month Ending July 31, 2017
- Monthly Budget Summary (Total Budget) Month Ending June 30, 2017 FINAL pre-audit
- Discretionary Budgets Expenditures July 2017
- Balance Sheet July 2017
- Cash Flow Report July 2017

Norgard also reminded the trustees that the annual financial audit of the Library District is scheduled for the week of September 11, 2017.

Buildings and Grounds Committee: Risdal-Barnes reported for the Buildings and Grounds committee that met Tuesday, August 08, 2017 at 8:00 a.m.

Risdal-Barnes reported highlights including:

- The Fair Grove Branch's carpeting project has been completed, and new computer desks are to be added to the branch soon.
- The Mobile Library's air conditioner and generator repairs are still ongoing.
- The Buildings and Grounds staff have designed and built their own stack movers for easy collection moving in the future. The stack movers cost \$4,500 to construct. Renting similar stack movers would cost \$750 per day and \$1,400 shipping.
- The fence line project at the Schweitzer Brentwood Branch was briefly delayed due to complications caused by poison ivy, but work should resume soon.
- The donor wall at the Schweitzer Brentwood Branch has been installed.
- Bushes alongside the Library Center's drive-thru window are being trimmed for better visibility.
- At the Republic Branch, the fence surrounding the trash dumpster was broken and is being repaired.

[Garvin entered the meeting.]

Programs, Services and Technology Committee: Moore reported for the Programs, Services and Technology committee that met Wednesday, August 09, 2017 at 8:30 a.m.

Moore reported that the committee heard a presentation from Stephanie Smallwood and Jeannine Birkenfeld on the Racing to Read Storytime Evaluation. Moore announced the Smallwood and Birkenfeld would be presenting a condensed version later in today's meeting.

5. Report of the Director:

Cooper discussed with the Trustees the idea of a survey of library users to assess the public's potential response to the possibility of opening on Easter Sunday at the three branches with regular Sunday hours. The Trustees expressed a desire to get responses from a true cross section of our users which may not be fulfilled by the current survey idea. The trustees requested that the survey be tabled for now to give ample time for staff to explore all angles of this issue and report back to the Trustees their findings.

Cooper reported an updated figure of revenue lost in fiscal year 2018 due to TIFs to be estimated at \$21,350.

Cooper highlighted many additional items from the Executive Director's Report for August 2017. Please see *Executive Director's Report* for August 2017.

6. Foundation Update:

Cooper reported that the Foundation/Library District Task Force is meeting to determine the best way to move forward in filling the Foundation Director vacancy and to complete a memorandum of understanding between the two organizations. The meetings have been very productive.

7. New Business:

a. Set Tax Rate

The Trustees reviewed the Revised Notice of Public Hearing giving the pertinent details for setting the Library 2017 tax rate. Risdal-Barnes called for a motion to approve the amount to be budget for the tax rate at 0.2459 dollars for 2017. Norgard made a motion to authorize setting the tax rate at 0.2459 for 2017. Simpson seconded. Simpson yea, Norgard yea, Moore yea, Waites yea, Risdal-Barnes yea, Garvin yea. Motion carried.

8. Board Education:

Jeannine Birkenfeld, Schweitzer Brentwood Branch Youth Services Manager and Stephanie Smallwood, District Early Literacy Specialist presented a report about the evaluation process for the District's Racing to Read Initiative. The first step in the comprehensive evaluation was the recent evaluation of Racing to Read Storytime programming across the District. Community Relations Graphic Artist Associate, Jay Young created the attached publication entitled Evaluation of Racing to Read Storytimes Spring 2017. Birkenfeld and Smallwood presented findings as compiled in the publication.

9. Miscellaneous Items

Risdal-Barnes pointed out that a detailed list of all upcoming board and committee meetings for 2017-2018 were included in the August 2017 board packets. Risdal-Barnes emphasized the importance of attendance by all Trustees at the monthly board meetings and at all applicable committee meetings.

10. Adjournment: There being no further business, Norgard moved to adjourn the regular session; Moore seconded. Simpson yea, Norgard yea, Moore yea, Waites yea, Risdal-Barnes yea, Garvin yea. Motion carried.

The regular session was adjourned at 5:10 p.m.

Board of Trustees

Business Office Manager