



**Springfield-Greene County Library Board of Trustees
August 21, 2018
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, August 21, 2018, at 4:00 p.m. at the Willard Branch Library, 304 E. Jackson St., Willard, Missouri. 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:	Absent
f. Ashley Norgard, Member:	Present
g. Andrea McKinney, Member	Present
h. Emily Denniston, Member:	Present
i. Don Chenevert, Jr., Member:	Present

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

2. Introduction of New Trustee Don Chenevert Jr: Cooper introduced and welcomed Chenevert as a new county appointee to the Board of Trustees. Chenevert is deputy general counsel for SRC Holdings Corporation. Chenevert shared that he is excited to serve with others on the board and worked in libraries when he was younger. Two of the things that he and his wife looked at before they relocated was the library district and the botanical garden.
3. Disposition of Minutes: The minutes of the July 17, 2018 regular meeting were reviewed.

Risdal-Barnes moved to approve the minutes as presented for the regular session board meeting of July 17, 2018; McKinney seconded. Moore yea, Garvin yea, Risdal-Barnes yea, Waites yea, Norgard yea, McKinney yea, Denniston yea. Motion carried.

4. Standing Committees:

Finance and Personnel Committee: Waites reported for the Finance-Personnel Committee that met Tuesday, August 21, 2018 at 8:00 p.m.

Waites reported highlights from the June 2018 Final Pre-Audit and July 2018 financials as presented. Specific documents covered included:

- Final Pre-Audit Monthly Budget Summary Month Ending June 30, 2018
- Final Pre-Audit Balance Sheet June 2018
- Monthly Budget Summary Month Ending July 31, 2018
- Discretionary Budgets Expenditures July 2018
- Balance Sheet July 2018
- Cash Flow Report July 2018

Waites reported that the balance sheet for July shows \$5,000 due from the Library that is part of the donation for the Schweitzer Brentwood renovation that was a stock transfer. The donor had met their full amount and it will go back into the prior fiscal year.

The auditors from RMMC Roberts, McKenzie, Mangan & Cummings will be in the first week of September.

The Library's consortium is losing Camden County Library next year and this leaves Christian County Library Mercy Springfield Medical Libraries, Ozarks Genealogical Society, and Wilson's Creek National Battlefield.

Policies in Force Review

The board has elected to review the policies in the discretion of Cooper. Today the committee reviewed 4 policies that tied with finance. The committee has recommended minor changes to two policies.

1. Accounts Payable Check Signing Policy

Previously, it was the Human Resources Assistant that was an additional signer and now it is the Planning & Development Librarian.

2. Financial Management and Controls Policy

The only change to this policy is previously the board asked anything over \$10,000 to have board approval. Committee recommended approval to increase up to \$20,000.

Two additional policies will be sent back to staff for additional discussion:

Purchasing Policy

Sale of Surplus Property

(Chenevert arrived.)

Norgard shared that she thinks it is appropriate for the full board to approve the policies each month. There was a discussion about the process of approving on the same day as the committee or waiting to approve them at the next full board meeting. It was

recognized that this will be a two month process. Moore stated that the committees will hash out the policies in a greater level. Additionally, the two policies that were approved this morning will be added to the next full board meeting.

Donation and Capital Expenditure

MagicBox® is an interactive exhibit case. It is a bit pricy—but cool. Library staff and Development Director found a donor. They ask to go ahead and purchase it now and then the donor will reimburse in January. However, money will need to come from reserves to pay for it at this time. Brian gave a description of the MagicBox® and future programming ideas.

The motion comes from the committee. Waites moved to take \$38,000 from reserves, purchase and then set it up for the WWI exhibit and payback to the reserves in January; McKinney seconded. Moore yea, Garvin yea, Risdal-Barnes yea, Waites yea, Norgard yea, McKinney yea, Denniston yea, Chenevert yea. Motion carried.
Motion carried.

Buildings and Grounds Committee: Risdal-Barnes reported for the Buildings and Grounds Committee that met Tuesday, August 14, 2018 at 8:00 a.m.

Risdal-Barnes reported highlights including:

- The Library Center carpet replacement project is complete and it was finished faster than scheduled.
- The Greene County driver that was dropping off the voting machines damaged the building. The county will take care of any costs.
- Someone removed the copper from the HVAC at Midtown Carnegie. The HVAC is now protected.
- Schweitzer Brentwood Branch's benches have been oiled and the fences.
- Library Express West is the new name for the EnvisionWare 24-7 project. There is a delay because of a city requirement to have a Missouri architect stamp on the pad plans. The first staff training will be on August 23. The colors of the canopy and poles have been chosen to match the exterior of the shopping center. Installation will probably be in October and as soon as we have a date we will alert everyone for the ribbon cutting.

Programs, Services & Technology Committee: Norgard reported for the Programs, Services & Technology Committee that met Wednesday, August 15, 2018 at 8:30 a.m.

Norgard reported highlights including:

- Two staff members presented about findings from the American Library Association Conference. Brian Grubbs spoke about the MagicBox® and Jessie East presented about the Library of the Future Trend cards identified by the Center for the Future of Libraries.

- Lisa Sampley, Collection Services Manager outlined ideas that she will bring to future committee meetings about allocating funds for materials and programming.

Norgard thanked Cooper and staff for what they do with the resources and money that we have available. The committee meetings will now start being held on Wednesday at 8:30 am the week before the board meeting.

3D Printing Policy

Norgard discussed the draft for the 3D Printing Policy. The committee recommended that the board adopt this policy.

Norgard made a motion to approve the new policy and Risdal-Barnes seconded. Krissy Sinor, Training Coordinator described the 3D printing process and the fact that it is the employees that operate the 3D printer.

Norgard moved to amend the motion and to approve the draft policy as proposed so that the second paragraph should read:

The libraries 3D printer(s) may be used only for lawful purposes; and shall not be used to create objects:

Strike through “The public may not create objects” in subsequent bullet points and add the word “are” in the first bullet point.

Risdal Barnes seconded. Moore yea, Garvin yea, Risdal-Barnes yea, Waites yea, Norgard yea, McKinney yea, Denniston yea, Chenevert yea. Motion carried.

5. Report of the Director:

Cooper highlighted many items from the Executive Director’s Report for August 2018. Please see *Executive Director’s Report* for August 2018.

Cooper also passed around the Board Orientation from LJ (Library Journal) Hotline. The Trustee Corner column is the best column that she has ever seen on board responsibilities. She will include these with the board orientation. The first question was about reconsideration of library materials, which she has not mentioned previously in board orientation. Cooper stressed that the Library has been very fortunate that this has never made it to the board level. Request for reconsideration first go to the Head of Collection Services who forms an appropriate committee to review the material in question. The committee makes a recommendation to Regina and then Regina will send a letter to the person. We have never removed items. This policy is posted on our website and the Library receives from three to nine requests per year. So far, people have accepted the recommendation from the committee. This is one of the new items that will be used in orientation for new board members.

6. Foundation Update:

Library Foundation President Bruce Robison was in attendance and gave the update. At the Foundation’s last board meeting they had a quorum and were able to approve the

minutes. There is \$5,000 in outstanding funds that the Foundation should receive in January. Foundation fund development was discussed and the Foundation wants to work with the Library and FOL to work on additional funding. They did receive a board liaison report from Andrea McKinney who will be attending the meetings and a report from Friends of the Library (FOL) Board President Bill Kastler. A current candidate for the board is Bob Shaw who currently serves on the FOL Board. He will be attending the next meeting and see if he is interested. There are three grant applications outstanding: Stanley Ball Foundation to improve all ten children's areas in the district; the Darr Foundation to seek improvements for the LST teen area and the CFO for funding to address teen diversity and inclusion.

7. Old Business:

a. Personnel Policies

Norgard recommended that legal counsel review the personnel policy manual as a whole. Risdal-Barnes made a motion to give Regina the authority to send the Personnel Policy to an employment attorney to review the personnel policy manual. Garvin seconded. A discussion followed about appropriate engagement of contacting employee attorneys including bidding policies and budgeting for this cost. Norgard stated that she would be glad to do this pro bono. The board voted on the original motion. Moore nay, Garvin nay, Risdal-Barnes nay, Waites nay, Norgard nay, McKinney nay, Denniston nay, Chenevert nay. Motion did not carry.

8. New Business:

• Set Tax Rate

Cooper stated that the tax rate was sent to us by the county and recommended at \$0.2467. This is the highest rate allowed by law. Cooper's recommendation is that we pass it at that rate. Last year in FY 2018 the rate was \$0.2459.

Waites moved that the board set the tax rate at the \$0.2467. Garvin seconded. Moore yea, Garvin yea, Risdal-Barnes yea, Waites yea, Norgard yea, McKinney yea, Denniston yea, Chenevert yea. Motion carried.

9. Board Education:

The Library's Responsive Website

Renee Brumett, Electronics Librarian, highlighted the new Library website that features responsive technology. The website responds to the technology that it is accessing it from and is not limited by the size of the screen. The Library has simplified the navigation and at the bottom of the screen where we have links. There is less on the homepage especially when it comes from a smaller device. There is a large change in digital content. Now we have listed the different formats listed. Now patrons can just access what they want. If you are on a smaller screen the navigation collapses. It will drop down the hamburger menu. There have been a few changes in content of the research section. The focus is on what people want and how to make it easier to get their content. The Web Development team includes Web Manager Nancy Eike, who put a ton of research into this. This has been a four year process over 7,000 pages of content. Sarah Marshall Roberts did the

bulk of the project and took approximately eight months. Additionally, you can download the library's website as a favorite and it acts like an app.

Adjournment to Closed Session: Moore called for a motion to adjourn the regular session and go into closed session citing Missouri Revised Statute 610.021 subsection 2. Norgard moved to adjourn the regular session and go into closed session citing Missouri Revised Statute 610.021 subsection 2. Waites seconded.

Roll call vote on adjourning to closed session: Moore yea, Garvin yea, Risdal-Barnes yea, Waites yea, Norgard yea, McKinney yea, Denniston yea, Chenevert yea. Motion carried.

Adjourned to Closed Session at 5:23 p.m.

The regular session was adjourned to 5:38 p.m.

Board of Trustees

Planning & Development Librarian