



Springfield-Greene County Library Board of Trustees
August 20, 2019
Minutes

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, August 20, 2019, at 4:00 p.m. at the Library Center, 4653 S Campbell, Springfield, MO 65810. Members of the Board of Trustees were present or absent as follows:

1. Roll Call

	<u>Present/Absent</u>
William (Bill) Garvin, President and Member:	Present
Ashley Norgard, Vice President and Member:	Present
Donald (Don) Chenevert, Jr., Secretary and Member:	Present
Cindy Waites, Treasurer and Member:	Present
Clinton Beecham, Member:	Present
Michele Risdal-Barnes, Member:	Present from item 4.
Marteze (Tez) Ward, Member:	Present
Emily Denniston, Member:	Present
Catherine E. Moore, Member:	Present

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

2. Consent Agenda

Minutes – July 23, 2019 board meeting
Policies in Force Review – Meeting Room Policy

Moore moved to approve the July 23 2019 minutes and the Meeting Room Policy as presented; Waites seconded. Garvin yea, Norgard yea, Chenevert, Jr. yea, Waites yea, Beecham yea, Ward yea, Denniston yea, Moore yea. Motion carried.

3. Standing Committees:

Finance and Personnel Committee: Waites reported for the Finance-Personnel Committee that met Tuesday, August 20, 2019 at 8:00 a.m. at the Schweitzer Brentwood Branch Library. Waites provided the following highlights:

- The committee discussed the timing of Finance and Personnel Committee meetings for fiscal year 2020. The committee will continue to meet at 8:00 a.m. at the Schweitzer Brentwood Branch on the same date as Board meeting each month.
- The June 2019 final pre-audit financials and the July 2019 financials were reviewed by committee. Waites reported on highlights from the July 2019 financials as presented. Specific documents covered included:
 - Financial Highlights Report July 2019
 - Balance Sheet July 31, 2019
 - Monthly Budget Summary Month Ending July 31, 2019
 - Cash Flow Report July 2019

- The committee will be reviewing the personnel policy manual as a group in the next several months.

4. Report of the Director:

Cooper highlighted many items from the Executive Director's Report for August 2019.

Please see *Executive Director's Report* for August 2019. (Risdal-Barnes entered)

Garvin and Cooper will work together to draft a letter from the Library Board to Springfield City Council members regarding the city's Workable Program and use of PILOTs.

5. Standing Committees (continued):

Buildings and Grounds Committee: Risdal-Barnes presented report from the August 13, 2019 committee meeting. Risdal-Barnes provided the following highlights:

- Big Brothers Big Sisters of the Ozarks approached the library about placing donation bins on library parking lots. The committee felt that access to parking would be negatively impacted for library patrons and do not recommend placement.
- At the Library Station, the designated staff parking has been moved to the south auxiliary lot just behind the building. Lighting, cameras, and security officers are all being utilized.
- At the Schweitzer Brentwood Branch, staff have discovered an issue with landscape drainage and have gone back to the engineering firm and construction contractor to examine the issue of missing valves.
- At the Midtown Carnegie Branch, the elevator repair is ongoing. Technicians are steadily working at this retrofit process done in an historic building.
- At the Library Center, there are some issues with the track system housing the room divider between A&B. In addition, the phase II carpet is being installed currently. Staff were successful in negotiating a credit for the less than perfect color match.

6. Library Foundation Update:

Library Foundation Board President Dr. Laurie Edmondson reported on behalf of the Library Foundation as follows:

- A recent donation to the Library Foundation from SRC Holdings enabled the library to purchase great prizes for the children's summer reading program this year. Edmondson expressed appreciation to Chenevert Jr. for making this donation possible. The prizes put big smiles on the faces of many little readers this summer!
- Edmondson thanked Beecham for sponsoring a table on behalf of his company SWMO Services at the Flights and Frights Trivia Night scheduled for Friday, October 18th from 6-8 p.m. Edmondson challenged the other trustees to support the event through table sponsorship as well. Alamo Drafthouse is also sponsoring the event.
- Edmondson shared copies of the newly published trifold brochure entitled *Pass Along Your Passion: Leave a Library Legacy for Future Generations*, which explains information about planned giving opportunities with the Library Foundation.

7. Old Business:

Policies in Force Review:

Gift Acceptance Policy

Garvin highlighted the recent addition of a mural in the Library Center's atrium. "The Gathering Feast." This mural is on indefinite loan to the Library courtesy of the Noble

Family Foundation. Garvin described it as a wonderful expression of the concept that all are welcome at the Library.

There was discussion regarding how the loan of this mural was received and it was explained that there is a Memorandum of Understanding (MOU) on file between the Library and the Noble Family Foundation allowing either party to take the mural off of indefinite loan and return it to the Noble Family Foundation. It was also clarified that the Noble Family Foundation incurred the cost of the installation of the mural.

Garvin then turned the discussion to the review the Library's Gift Acceptance Policy. In light of recent discussion.

Garvin suggested a revision to the Gift Acceptance Policy general guideline 3 last sentence: All accepted gifts become the property of the Library, to be used or disposed of in accordance with the Library's changing needs to add the clause", unless there is a specific memorandum of understanding (MOU) stating otherwise." The trustees discussed the policy as amended and will review it again at the September board meeting.

Norgard wanted to go on record that she was concerned about the process of accepting this mural on loan and the religious iconography of the mural itself. Norgard brought up the fact that other organizations were presented with the loan opportunity of this mural and they all discussed it at a board level. Norgard felt that our board did not have that that opportunity to do this and that a MOU was entered into without any notification to the board.

Risdal-Barnes expressed concern that the placement of the mural in tandem with it being reminiscent of Da Vinci's The Last Supper could be construed by other faiths as unwelcoming or unwelcoming to Christians due to using secular figures in religious iconography, even though that is the exact opposite of what the Library intended with the acceptance of this loan.

Cooper said that the library has not received any complaints about the mural to date.

Garvin expressed concern that the Board is attempting to micromanage the decisions of the staff and is uncomfortable with the decision to get involved unless there is a very compelling reason to do so.

8. New Business:

Set Tax Rate FY20

Business Office Manager Melissa Davis and Associate Director Jim Schmidt explained both the mechanics and theory behind setting the tax rate for fiscal year 2020. Cooper stated that the FY20 tax rate was sent to us by the county and recommended at \$0.2413. This is the highest rate allowed by law. Cooper's recommendation is that we pass it at that rate.

Risdal-Barnes moved that the board set the FY20 tax rate at \$0.2413. Norgard seconded. Garvin yea, Norgard yea, Chenevert, Jr. yea, Waites yea, Beecham yea, Risdal-Barnes yea, Ward yea, Denniston yea, Moore yea. Motion carried.

9. Board Education:

Cash Flow at the Library: Cooper presented a July 01 through December 14, 2019 Spending Plan document to the trustees. This spending plan defines the allowable

maximum expenses and anticipated revenues expected during that time period. When Cooper began as the Executive Director in 2009, the Board of Trustees set a goal of not borrowing against the line of credit. The trustees examined the spending plan document and asked questions.

10. Miscellaneous Items:

Cooper reported on ongoing progress concerning the mission statement review. The entire staff has been surveyed via email concerning their feelings about the library's mission statement. One hundred nine responses have been received. Seventy-six percent of the respondents feel we should keep the current mission statement. The mission statement committee is scheduled to meet in the coming weeks.

Garvin reminded trustees of the decision to hold an additional board planning retreat this year. The next retreat is scheduled for the afternoon of October 22nd from noon to 3:30 p.m. at a location in Strafford. The October board meeting will be moved to the Strafford branch to occur on the same date beginning at 4:00 p.m. The agenda items will include a progress report of strategic planning and a discussion of board roles.

Cooper invited the trustees to attend any of the upcoming listening sessions being conducted to garner the public's input on the future of the library.

Moore distributed the board self-assessment results which will be discussed during the October planning retreat.

11. Adjournment:

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

The regular session was adjourned at 5:15p.m.

Board of Trustees

Library Executive Director