



**Springfield-Greene County Library Board of Trustees
August 18, 2020
Meeting Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, August 18, 2020, 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
Marteze (Tez) Ward, Treasurer and Member:	Present
Emily Denniston, Secretary and Member:	Present
Clinton Beecham, Member:	Present
Cindy Waites, Member:	Present
Rachael Morrow, Member:	Present
Stacy Penny, Member:	Present
Michelle Nahon Moulder, Member:	Present

The President of the Board of Trustees called the meeting to order at 4:01 p.m.

Consent Agenda

- Minutes – July 21, 2020 board meeting

A motion was made (Mr. Ward) and seconded (Ms. Waites) to accept the consent agenda. Motion carried.

Standing Committees:

Buildings and Grounds Committee:

Mr. Beecham reported for the Buildings & Grounds Committee that met August 11, 2020, virtually.

Highlights included:

The Library Center

- Property sale closed July 21, 2020 at \$1,381,000
- Blasting caused rock and dirt to hit the parking lot, prompting the implementation of additional safety procedures. Fortunately no property damage occurred
- Lyon Avenue has been closed temporarily and options for signage directing traffic to the alternative entrance is being discussed
- The Mudhouse has requested that rent be reduced by \$500/month based on a reduction in sales. This would go from August to December and then reassessed. There would be a \$2500 impact to expected revenue

The committee made a motion for the board to authorize staff to execute and amendment to the contract to reduce their rent from \$1000/month to \$500/month to reflect their reduced revenue. A second was made (Mr. Chenevert). Motion carried.

- There was a question about the extent of the damage to the Strafford Branch. The building has been secured will remain closed until August 19. At that time there will be a temporary modified entrance. The landlord will be responsible for the building repair and the branch manager is working with involved parties for a repair timeline.

Finance and Personnel Committee:

Mr. Ward reported for the Finance and Personnel Committee that met Tuesday, August 18, 2020 virtually.

Ms. Ward reported highlights from FY July 2020:

- 8.3 percent of the fiscal year has been completed as of July 31
- The property sale has been completed and proceeds are currently in reserves.
- Income:
 - Tax revenue came in at over \$55,000
 - Copy machines at over \$5,000
 - Fines just under \$8,000
 - Passports came in under \$6,000
- Expense:
 - Salaries at totaled just over \$500,000
 - Library collections were at about \$15,000
 - There were other monies spent on COVID 19 response and safety measures
- Budget Summary:
 - Revenues are quite a bit below prior YTD because of trust income, fines and other items
 - Expenses are \$111,000 under YTD from last year

- Total operating cash is at \$5.8 million with \$1.5 million in reserves for a total of \$7.4 million in cash
 - The budget passed was a conservative approach. There was lengthy discussion about response to COVID-19 preparations
 - Salary increases were retroactively granted from March to June 30
- The Finance and Personnel Committee made a motion asking staff to share four financial scenarios (that included both a wage freeze and without a wage freeze) with the board to help the board make informed decisions through the pandemic:
 - 1. Representing a skeleton crew
 - 2. Drive through service only
 - 3. Minimized services (current operation)
 - 4. Full operations

A second was provided (Mr. Chenevert). Motion carried.

Ms. Norgard added that the board is not requesting the information to determine essential staff and that there has been no discussion at the committee or board level about layoffs. The board continues to monitor financials and staffing levels and intends to manage funds wisely to continue library operations.

At the Finance and Personnel Committee meeting, staff communicated an urgent need to fill 4-6 positions. The Finance and Personnel Committee made a motion to allow staff to increase the salary budget per pay period by \$3000 and not to exceed \$256,000 in order to meet urgent hiring needs. A second was provided (Ms. Penny). Motion carried.

Ms. Norgard noted that this is the first step by the board to ease the hiring freeze and meet urgent staffing needs. The wage and hiring freeze are still in place but the committee and the board are analyzing the needs of the district and the financials.

Ms. Waites noted that the Finance and Personnel Committee is open to receiving proposals about the needs of the district from the staff. She also noted that the fact that we are in a hiring freeze does not minimize the value the board places on staff. The board is trying to ensure fiscal soundness of the district and welcomes proposals from staff to address needs. If there are intermediate needs between the freeze and full staffing the board would like to consider those. The board recognizes that staff is in the best position to evaluate district and staffing needs.

Ms. Morrow asked how many positions were needed to meet current needs. Ms. Waites responded that at the Finance and Personnel Committee meeting, staff felt like it was more beneficial to give a dollar amount increase to meet staffing needs as opposed to approving a defined number of new positions.

Report of the Director

Ms. Cooper highlighted many items from the Executive Director's Report for August 2020. Please see *Executive Director's Report* for August 2020.

Library Foundation update:

Library Foundation President Laurie Edmondson presented:

- The Foundation has exceeded the goal for the new stage at the Library Center in memory of Jim Gorst by reaching over \$4,800.
- The Foundation granted \$450 to the Summer Reading Program prizes.
- Thank you letters have been prepared for the trustees to send to Foundation funders.
- Ms. Edmondson encouraged the board to visit the Library Foundation website to see the fund the library projects listed.

Old Business

New Business

- *Corporate Authorization for Banking*
Anytime that an organization opens a bank account or a signatory leaves, the organization must pass a resolution approving check signors and who can do banking on behalf of the board.

A motion was made (Ms. Norgard) and seconded (Ms. Waites) to pass the corporate authorization as presented. Motion carried.

- *Data Sharing Agreement with Springfield Public Schools*
This agreement allows the Springfield Public School District and the Library to share information to allow students to obtain a virtual library card. Ms. Waites asked about the protocol and protection for the Library if there were to be a data breach. Staff has asked in the agreement that the Library doesn't have any information other than the student identification number. The virtual card will enable them to access our materials but the school will retain the student information.

Mr. Norgard indicated concern over a one-way indemnification with the district. Ms. Waites asked if this has been reviewed by our insurance broker. Staff responded that the student can use their student id or a library card to access the database. We have sovereign immunity as a library district.

Ms. Norgard recommended that the Library revisit some of the concerns with SPS and clarify what the library will or won't have access to.

A motion was made (Ms. Norgard) and seconded (Ms. Waites) to table the agreement until the September meeting. Motion carried.

Miscellaneous Items

The board recognized the retirement and service of Nancy Danielsen. She is retiring on September 10 after 44 years of service.

Ms. Norgard noted the anniversary of Women's suffrage.

1. Board Education

Staff provided and overview of the FY 21 tax rate.

Please see the attachment overviewing the setting of the tax rate.

This year the Assessor's Office implemented new software in April, and 2020 assessments have not been fully entered into record. The board must pass the levy by September 1, 2020 and may do so based on the estimate. The board will likely need to lower the rate when official calculations are received.

There will be a public hearing on August 25 to set the tax rate.

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



Board of Trustees

Planning & Development Librarian