



Springfield-Greene County Library Board of Trustees
August 16, 2022
Meeting Minutes

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, August 16, 2022, at 4:00 p.m. at the Republic Branch Library.

Members of the Board of Trustees were present or absent as follows:

Roll Call

Present/Absent

Clinton Beecham, President and Member:	Present
Rachael Morrow, Vice President and Member:	Absent
Stacey Penney, Treasurer and Member:	Present
Samuel Snider, Secretary and Member:	Absent
Cindy Waites, Member:	Present
David Yancey, Member:	Present
Chris Bozarth, Member:	Absent
Emily Denniston, Member:	Present
Aaron Jones, Member:	Present

The President of the Board of Trustees called this meeting to order at 4:05 p.m.

Consent Agenda:

- Minutes – July 19, 2022 Board Meeting
A motion was made (Ms. Waites) and seconded (Ms. Penney) to approve the consent agenda. Motion carried.

Standing Committees:

Buildings & Grounds Committee:

Ms. Denniston reported for the Buildings & Grounds Committee that met on August 9.

Library Express East (LEE) was being installed on August 16 and the ribbon cutting is scheduled for August 26. The landlords were unwilling to remove any additional foliage around LEE for aesthetic reasons.

Carpet replacement at The Library Center will be done in two phases, beginning with the upper level. Upon completion, carpet replacement will be reevaluated for the main level in consideration of an auditorium addition.

Midtown Carnegie will begin moving the Maker Space downstairs soon.

We had previously discussed adding a 'No Pedestrians' sign in the drive thru lane at Schweitzer-Brentwood. The insurance agent said that it is okay to add the sign, but it does not remove liability from the Library.

We discussed updates regarding ARPA funds and reviewed potential upgrades at Midtown Carnegie, specifically replacing water pipes, replacing the boiler with HVAC and an overhaul with the elevator. The RFQ is ready for The Library Center. For ARPA funds awarded by the City of Springfield, a reimbursement process will be established. Under current legislation, ARPA funds must be obligated by December 31, 2024 and spent by December 31, 2026.

Executive Committee:

Mr. Beecham reported for the Executive Committee that met on August 9. The meeting consisted of previewing the August agenda, discussing ARPA funds, and reviewing the proposed tax rate.

Finance & Personnel Committee:

Ms. Penney reported for the Finance & Personnel Committee that met on August 16.

Specific documents covered included:

- Financial Highlights Report
- Monthly Budget Summary
- Balance Sheet
- Cash Flow Report

As of July 31, 2022, 8.3% of the fiscal year has elapsed with 5.7% of the budget being spent.

Minimal tax revenue was received in July, as per usual. Fine revenue, copy machine revenue and Out of County fees are all ahead of the budgeted amounts. A few expenses (building rentals, insurance, membership dues, and software subscriptions) are showing as over budget due to the timing of payments.

The amount transferred from remaining cash above the cash carry forward amount (\$1,484,343) was slightly higher than what was planned.

As a follow-up to the July meeting, Melissa Davis prepared an update on credit card fees. She explained the history and difference between eCommerce (for patrons paying

remotely through CoolCat/Sierra) and Square terminals. Most charges are being made through Square, which has a much lower average transaction cost. In April 2022, the minimum purchase limit for eCommerce was raised to \$1.01 and the current minimum purchase for Square transactions is \$1.00. The Finance & Personnel Committee had inquired about if the minimum transaction amount could be increased through eCommerce as well as if the payment option could be removed with a message directing patrons to call to pay their balance by phone. Melissa Davis provided an update to the Board that the minimum transaction amount can be increased. Adding a message is a bit more complicated. The message can be added through CoolCat; however, for payments through Sierra, the 'Payment' button would simply be removed (with no message). A convenience fee can also be added through eCommerce but would require some additional research to determine the appropriate amount to avoid generating revenue. Ms. Waites inquired about establishing a higher minimum transaction for Square and/or passing through the processing fee to patrons (for non-passport transactions).

Report of the Director:

Ms. Cooper highlighted many items from the Executive Director's Report for August 2022. Please see the Executive Director's Report for August 2022.

Library Foundation update:

Ms. Wilson provided an update for the Foundation. She introduced the new Foundation President, Mr. Bob Shaw, to the Board. Ms. Wilson provided financial highlights for June 2022 and July 2022. Please see the Library Foundation Report for August 2022.

Old Business:

Ms. Cooper revisited the topic of the Board adopting a Diversity & Inclusion statement. There is not a widespread stance on the adoption of a statement by other library districts. The Inclusion Committee has offered to research other library sites and generate a draft for review by the Board if desired. Ms. Waites and Mr. Yancey both expressed that they did not see a need to adopt a Diversity & Inclusion statement as a Board since it is included in the values of the organization. Ms. Denniston requested clarification from the Committee on the difference between the values of the District and what the Committee would like to see.

New Business:

The tax assessor has all the information to set tax ceilings. The tax rate for the year is \$0.2405 per \$100 valuation, a slight increase from last year (\$0.2400) A motion was made (Ms. Denniston) and seconded (Mr. Yancey) to adopt the FY2023 tax rate at \$0.2405. Motion carried.

A motion to adjourn was made (Mr. Yancey) and seconded (Ms. Denniston). Motion carried.

Board Members

Yes/No

Clinton Beecham, President and Member:

Yes

Stacey Penney, Treasurer and Member:

Yes

Cindy Waites, Member:

Yes

David Yancey, Member:

Yes

Emily Denniston, Member:

Yes

Aaron Jones, Member:

Yes

The regular session adjourned at 4:52 p.m.

Board of Trustees President

Board of Trustees Secretary