



**Springfield-Greene County Library Board of Trustees
December 19, 2017
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, December 19, 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:	Present
c. Ashley Norgard, Secretary and Member:	Present via telephone
d. Derek Fraley, Treasurer and Member:	Absent
e. Cindy Waites, Member:	Absent
f. Catherine Moore, Member:	Present via telephone
g. Matthew Simpson, Member	Present
h. Andrea McKinney, Member	Present via telephone
i. Bill Garvin, Member:	Present

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

2. Public Comment:

There were no public comments.

3. Disposition of Minutes: The minutes of the November 21, 2017 meeting were reviewed.

Simpson moved to approve the minutes as presented for the regular session board meeting of November 21, 2017; Garvin seconded. Risdal-Barnes yea, Ehase yea, Norgard yea, Moore yea, Simpson yea, McKinney yea, Garvin yea. Motion carried.

4. Standing Committees:

Finance and Personnel Committee: Norgard reported for the Finance-Personnel Committee that met Tuesday, December 19, 2017 at 3:00 p.m.

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

- Monthly Budget Summary Month Ending November 30, 2017
- Discretionary Budgets Expenditures November 2017
- Balance Sheet November 2017
- Cash Flow Report November 2017

Buildings and Grounds Committee: Garvin reported for the Buildings and Grounds

committee that met Tuesday, December 12, 2017 at 8:00 a.m.

Garvin reported highlights including:

- We've just completed our 10 month walkthrough post-construction at the Schweitzer Brentwood Branch with representatives from Dake Wells and Morelock Ross. We've identified a few things to address at this point and repairs are to follow. The drain inlets need to be cut flush to the ground and a ramp at staff entrance needs to be finished as well as landscaping.
- At the Library Center, three HVAC units were replaced on November 14th. Also at the Library Center, we recently acquired a new AT&T fiber optic cable through fortunate circumstances.
- The Mobile Library' generator is being rebuilt and relocated making it easier to access for future repairs.
- During the month of December, the Republic branch closed temporarily to complete some shelving modifications. The branch reopened one day earlier than expected on December 12th.
- We discovered recently that we technically don't own the Midtown-Carnegie or Schweitzer Brentwood branches. The city has title to both of those properties due to an oversight from decades ago. Deed transfers did not happen as they should have at the time. A Quit claim deed process to correct the error is forthcoming.

5. Report of the Director:

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

In addition, Cooper shared that registration has opened for the February 6th Library Advocacy Day at the capital in Jefferson City. Ashley Norgard and Derek Fraley attended last year along with several library staff members. Cooper invited any interested board member to attend this year's event.

Cooper reported that the Public Building Corporation met for their annual board of directors meeting on December 12th. As part of our leasehold bond repayment schedule there is a CD maturing on December 19, 2017. The directors have voted to roll the \$100,000 maturing CD into another CD with a 3 year maturity of 2020 and an interest rate of 2.10% or higher. The leasehold bonds are scheduled to be paid off April 1, 2022. Two of the directors' terms will expire in June of 2018 and this board of trustees usually recommends appointees. Cooper is open to suggestions from this board.

6. Foundation Update:

Norgard gave the Library Foundation report and reported that Norgard, Cooper and Risdal-Barnes attended the Foundation Board's meeting at the end of November. At that meeting, all three reiterated that we are working toward the same goal, we value the relationship, and we don't want to lose momentum. In addition, many of our ongoing concerns about the MOU process were shared. The library district will be proceeding with hiring a development director to head up the Library Foundation. Norgard highlighted that the Library District's Business Office staff have done a good job maintaining the Foundation's financials during this transition, and we will make sure the transfer of the financials back to the Library Foundation will be as seamless as possible.

7. Old Business:

none

8. New Business:

none

9. Board Education:

Erin Gray, Republic Branch Manager, Renee Brumett, Electronic Resources Librarian, and Dr. Debra Yonke, Republic Schools Director of Curriculum, Instruction & Assessment presented a brief report about the success of the Student Access Card Project in collaboration with Republic Schools.

10. Miscellaneous Items

Adjournment to Closed Session: There being no further business, Risdal-Barnes called for a motion to adjourn the regular session and go into closed session citing Missouri Revised Statute section 610.021(1). Ehase motioned to adjourn the regular session and go into closed session citing Missouri Revised Statute section 610.021(1). Garvin seconded.

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

The regular session was adjourned at 4:50 p.m.

Board of Trustees

Business Office Manager