



**Springfield-Greene County Library Board of Trustees
December 18, 2018
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, December 18, 2018, at 8:30 a.m. at the Schweitzer Brentwood Branch Library, 2214 Brentwood Blvd., Springfield, MO 65804. 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:	Absent
e. Steven Ehase, Member:	Present
f. Ashley Norgard, Member:	Present
g. Andrea McKinney, Member:	Present
h. Emily Denniston, Member:	Absent
i. Donald (Don) Chenevert, Jr.	Present

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

2. Consent Agenda

- a. Minutes – November 27, 2018 board meeting
- b. Policies in Force Review: Image Reproduction Policy

Chenevert, Jr. moved to approve the November 27, 2018 minutes as presented and to approve the Image Reproduction policy as presented; Garvin seconded. McKinney yea, Risdal-Barnes yea, Chenevert, Jr. yea, Norgard yea, Moore yea, Ehase yea, Garvin yea.

3. Standing Committees:

Finance and Personnel Committee: Garvin reported for the Finance-Personnel Committee that met Tuesday, December 11, 2018 at 9:00 a.m. at the Schweitzer Brentwood Branch Library.

Garvin introduced Rob Rebmann from the accounting firm of Roberts, McKenzie, Mangan & Cummings, PC (RMMC). Rebmann gave a brief presentation to the board and expressed appreciation for the opportunity to continue working with the library district to complete yearly financial audits. Rebmann praised the Library staff for their hard work and diligence in bookkeeping and accounting work throughout the year. When the auditors come out to perform the financial audit, cleanup work isn't necessary. The only audit adjusting entries made by the auditors are those necessary to convert our cash basis accounting system to the accrual system now required under GAAP regulations. Library staff consult regularly with

Kathy Hillenburg, a certified public accountant with the Whitlock Group. The scope of the Library District's financial audit includes the Library Foundation and the Between Friend Gift Shop. Friends of the Library financials are presented for informational purposes only. Rebmann expressed his congratulations on the library obtaining an "unmodified opinion" on our FY18 audit. That is the best outcome possible for an audit. Board members expressed their appreciation to Rebmann for the auditors' hard work in completing our annual financial audit.

Norgard made a motion to approve the fiscal year 2018 financial audit as presented; Ehase seconded. McKinney yea, Risdal-Barnes yea, Chenevert, Jr. yea, Norgard yea, Moore yea, Ehase yea, Garvin yea.

Garvin reported highlights from the November 2018 financials as presented. Specific documents covered included:

- Financial Highlights Report November 2018
- Balance Sheet November 2018
- Monthly Budget Summary Month Ending November 30, 2018
- Cash Flow Report November 2018

Chenevert, Jr. moved to approve the November 2018 as presented; McKinney seconded. McKinney yea, Risdal-Barnes yea, Chenevert, Jr. yea, Norgard yea, Moore yea, Ehase yea, Garvin yea.

Buildings and Grounds Committee: Risdal-Barnes reported for the Buildings and Grounds Committee that met Tuesday, December 11, 2018 at 8:00 a.m.

Risdal-Barnes reported the committee has a short meeting on the 11th with the bulk of the meeting spent in closed session. During the regular session, Cooper gave an update about progress being made on the Library Express West project. A tentative grand opening date of February 6 with a ceremony at 10:00 a.m. has been scheduled.

4. Report of the Director:

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

5. Foundation Update:

Library Foundation development director, Melissa Adler reported on behalf of the Library Foundation.

Adler reported updates including:

- The first annual distribution from the Laton Endowment Fund was made during November and totaled \$21,183.
- The Library Foundation raised a total of \$2,138.11 during the "Giving Tuesday" campaign.
- The 25 for 25 campaign will continue until January 31, 2019.
- The "Bookplates for the Holidays" campaign will wrap up on December 31, 2018.
- In lieu of sending holiday greeting cards this year, the firm of Kutak Rock LLP chose to make charitable contribution to various organizations. The Library Foundation was chosen as the recipient of a \$250 donation. Thanks to Trustee Norgard for advocating for the Library.

6. Old Business:

None

7. New Business:

None

8. Miscellaneous Items –

None

9. Adjournment to Closed Session citing Missouri Revised Statutes 610.021(2)

There being no further business, Moore called for a motion to adjourn the regular session and go into closed session citing Missouri Revised Statutes 610.021(2). Risdal-Barnes moved to adjourn the regular session and go into closed session citing Missouri Revised Statutes 610.021(2). McKinney seconded.

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

The regular session was adjourned at 8:50 a.m.

Board of Trustees

Business Office Manager