



**Springfield-Greene County Library Board of Trustees
December 17, 2019
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, December 11, 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:	Absent
Clinton Beecham, Member:	Present
Michele Risdal-Barnes, Member:	Present
Marteze (Tez) Ward, Member:	Present
Emily Denniston, Member:	Present
Catherine E. Moore, Member:	Present from item 3

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

2. Consent Agenda:

Minutes – November 19, 2019 board meeting
Copying Machines & Computer Printing Policy

Ward moved to approve the consent agenda as presented; Risdal-Barnes seconded. Garvin yea, Norgard yea, Chenevert, Jr. yea, Beecham yea, Risdal-Barnes yea, Ward yea, Denniston yea. Motion carried.

3. Standing Committees:

Finance/Personnel Committee:

The scheduled December 19th meeting was cancelled due to inclement weather.

- Norgard reported highlights from prepared November 2019 financials including:
 - Financial Highlights Report November 2019
 - Balance Sheet November 30, 2019
 - Monthly Budget Summary Month Ending November 30, 2019
 - Cash Flow Report November 2019
- Robert Rebmann, CPA from Roberts, McKenzie, Mangan & Cummings, PC gave a report on the results of the completed Fiscal Year 2019 Financial Audit. Rebmann expressed his appreciation to Cooper and staff for hard work in preparation for the fieldwork. The scope of the audit is the library itself with the Library Foundation

presented as a component unit. The format is different for the not for profit Library Foundation and details are provided in the footnotes. Gift shop business is included as business-type activity only. There are two parts to the audit: financials and government compliance testing. On page 2 of the audit report you will find RMMC's opinion paragraph stating that in all material respects, we have produced a clean audit. Pages 49 and 50 present the government audit with no deficiencies in internal control or government compliance. Eight or nine years ago the standards setters decided that changes needed to be made on how financials are reported. (Moore entered here). The old method was kept, a new method added and reconciliation between the two was added. In addition, a new pension requirement was added as well as the required budget to actual disclosure. Rebmann noted that unassigned fund balance doesn't include the Buhrman trust or the contingency fund. In fiscal year 2019 the library was able to grow both its fund balance as well as its capital assets which is a good trend. The library's tax base continues to grow. The library was able to increase cash while paying down the bonds. This is also a good trend. The library is very strong financially.

- Board members discussed the idea of adjusting the library's fiscal year from a July to June cycle to some other fiscal cycle.

Norgard moved that the Board of Trustees task the staff with debating the feasibility and advisability in adjusting the district's fiscal year. Chenevert Jr. seconded. Garvin yea, Norgard yea, Chenevert, Jr. yea, Beecham yea, Risdal-Barnes yea, Ward yea, Denniston yea, Moore nay. Motion carried.

Buildings & Grounds Committee: Risdal-Barnes reported for the Buildings & Grounds Committee that met Tuesday, December 10, 2019 at the Schweitzer Brentwood Branch Library. Highlights included:

- The elevator at the Midtown-Carnegie Branch is not open to the public currently. It has been 14 months since we signed the contract with Kone. We will be filing a more formal complaint with Kone. The service we have received is sub-par. A timeline of events has been compiled and a complaint is forthcoming.
- The carpet project at the Library Center has been completed and some furnishings and collections have been moved around.
- Associate Director Schmidt shared with committee members a time table of leases and available renewals for all rented facilities. Committee members made a couple of suggestions to add to the document before it is shared with the entire Board.

4. Report of the Director:

Cooper highlighted many items from the Executive Director's Report for December 2019. Please see *Executive Director's Report* for December 2019. Cooper pointed out an error in the report. The quote about homeschooler support that was originally attributed to a parent was actually a quote from Youth Services Coordinator Nancee Dahms-Stinson. Cooper apologized for the error.

5. Library Foundation Update:

Library Development Director Melissa Adler reported on behalf of the Library Foundation as follows:

- One Big Party is on! Adler invites all to join her on Thursday, April 16 at 6 p.m. at Hepcat. With your \$40 ticket, you'll enjoy live jazz, heavy appetizers and a cocktail created just for us. And you'll learn a little bit about mixology with a demonstration by a pro.
- Adler reported being a new member of the Greene County Estate Planning

Council. She was nominated by Tom Peebles of Carnahan, Evans, Cantwell & Brown. The group meets once a month. It's a great opportunity to raise awareness about the Library Foundation and opportunities for planned gifts.

- The new endowment, Preserving Ozarks History, is established at Community Foundation of the Ozarks. When fund transfers are completed, Adler will add the endowment to the Foundation's website and promote it.

6. Old Business

Trustees discussed the November public comment and what type of written response should be sent to the patron. Norgard moved to send the patron version two of the proposed letter. Chenevert, Jr. seconded. Garvin yea, Norgard yea, Chenevert, Jr. yea, Beecham yea, Risdal-Barnes yea, Ward yea, Denniston yea, Moore yea. Motion carried.

7. New Business

Denniston was in attendance last night at the Springfield city council meeting when the workable plan was discussed. The city's staff recommendation was that they amend the workable program to prorate the PILOTS back to the taxing jurisdictions and determine that the revenues should stay with the jurisdictions. Council is tabling the matter to deal with other issues in the workable plan. They did not vote on it. They recommended deleting the section about the shared success fund. Trustees suggested this matter be discussed at the January 2020 board meeting.

8. Miscellaneous Items

Retirement Recognition – three longtime staff persons were recognized by the trustees for their many years of service. The retiring staff persons included Mary Chamberlain, Greg Chandler and Jim Wright.

9. Adjournment to Closed Session citing R.S.Mo. 610.021(2) & (13)

Garvin called for a motion to adjourn the regular session and go into closed session citing Missouri Revised Statute 610.021 subsections 2 and 13. Risdal-Barnes moved. Norgard seconded.

Roll call vote on adjourning to closed session: Garvin yea, Norgard yea, Chenevert, Jr. yea, Beecham yea, Risdal-Barnes yea, Ward yea, Denniston yea, Moore yea. Motion carried.

The regular session was adjourned at 5:08p.m.

Board of Trustees

Business Office Manager