



**Springfield-Greene County Library Board of Trustees  
December 15, 2020  
Meeting Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, December 15, 2020, at 4:00 p.m. at the Midtown-Carnegie Branch.

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:	Absent
Emily Denniston, Secretary and Member:	Present
Clinton Beecham, Member:	Present
Cindy Waites, Member:	Present
Rachael Morrow, Member:	Present
Stacey Penney, Member :	Present
Michelle Nahon Moulder, Member:	Present

The President of the Board of Trustees called the meeting to order at 4:03 p.m.

Consent Agenda

- Minutes – November 17, 2020 board meeting

The board voted to accept the consent agenda.

Standing Committees:

Buildings and Grounds Committee:

Mr. Beechum reported for the December 8, 2020 Buildings & Grounds Committee.

*Highlights included:*

Filters have been changed to hospital grade at branch locations.

Strafford Branch

Flooring needed to be repaired following the car incident.

### Midtown-Carnegie

The coffee shop may open in March with a new tenant.

### Library Center

The door glass has been replaced.

El Camino road will not be closed and entrance can still be used.

The Mudhouse lease was terminated by mutual agreement.

### Finance and Personnel Committee:

Roberts, McKenzie, Mangan & Cummings presented to the board with the FY 20 audit report. Staff was commended for their work to assist with the audit.

Please see the report in the attachment. The Library received a clean opinion and a strong audit. Ms. Waites requested that the board receive bound copies of the audit at the next meeting.

Ms. Waites reported for the Finance and Personnel Committee that met Tuesday, December 15, 2020 virtually.

- The committee discussed the financial audit. Ms. Waites noted that the process mirrored past audits and it was smooth despite the pandemic. Ms. Waites and Ms. Norgard noted the work of staff to achieve another clean audit.
  
- Financial Report
  - Specific documents covered included:
    - Financial Highlights Report
    - Balance Sheet
    - Monthly Budget Summary
    - Cash Flow Report

On December 15, the Library typically receives the first personal property tax payment. This year there is delay in property tax, and the Library has received a significantly reduced amount. The committee discussed the delay. Cash flow is strong because of efforts made this year. Staff anticipates the ability to sustain until the next County payment, which is expected on January 15. The committee discussed some contingency plans if that money does not come through on January 15. Staff will be reviewing those options and would come to the board for approval to tap into the line of credit.

The Committee discussed income, including impact from the loss of the Mudhouse lease.

The committee discussed salaries, including some forecasting about the salary budget. The board commended staff for significant work that went into overseeing the

incurred and potential salary impact to the budget. The budget had been built on 235 bodies, not necessarily FTE. As of our last pay period, the organization was at 211 employees. The committee had questions about the 2 percent spread between the budget and actual cost.

The committee has asked staff to review options for sick leave when the federal mandate expires at the end of the year. The board expressed gratitude for the flexibility of staff in dealing with sick leave, quarantine requirements and the challenges of 2020.

Overall, Library hours are down about 16 percent and staffing is down 19 percent.

Based on this scenario of full staffing at 235, staff projects that the Library would end the year at an estimated \$200,000 under budget.

Finally, the committee discussed the personnel manual process. The Library has received the initial review from Elizabeth Wente. Staff is reviewing the proposed manual. The board will discuss the manual at the strategic planning retreat, hopefully to be scheduled in January.

#### Report of the Director

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

#### Library Foundation update:

Melissa Adler provided an update from the Library Foundation:

The Library Foundation has been awarded a \$7,460 Community Foundation of the Ozarks grant to purchase virtual reality technology to help foster empathy and raise awareness for the experiences of marginalized groups. Library programs will be led by organizations with diversity and inclusion expertise. Participants will receive a take-home resource packet outlining ways to get involved at a local level for the topic being discussed. The News-Leader will highlight this grant in the People are Awesome section on Thursday.

The Foundation received a \$500 donation from the City of Springfield. This is an honorarium that Local History Associate Konrad Stump earned for providing a virtual program for the Springfield Art Museum, *Sketches From Springfield: A Cartoon History*, offered in conjunction with the museum's exhibit, *This & That: Cartoons* by Bob Palmer. Konrad designated the donation for the Preserving Ozarks History Endowment.

Eighteen bookplates have been sold, outpacing the first two years of the promotion. The program is anticipated to grow every year. The Foundation processes memorial

bookplates throughout the year, but is trying to raise awareness among Library patrons that bookplates make great gifts to honor someone.

The annual appeal topped \$2,000 to date. End of year donations continue to come in.

### Old Business

#### *Data Sharing Agreement with SPS*

Mr. Chenevert provided an update on the data sharing agreement with SPS. In September, the parties had reached an impasse, and SPS asked for suggested changes from the Library, prompting Mr. Chenevert to provide a redlined agreement. The Library received a response in December that said SPS did not want to make changes. Mr. Chenevert was not comfortable with the proposal and recommended the Library decline to sign the agreement.

Ms. Norgard commended Library staff for their work and effort to engage with SPS, but the agreement was ultimately too risky for the Library and there was lack of flexibility to reach an agreement that worked for both parties.

Ms. Morrow asked about risk and for clarity on the issue. Mr. Chenevert said that the current document states that any student information can be shared with the Library, and if any of that information were to get out, the Library would be responsible for damages. The Library attempted to reduce the information we would receive, but SPS would not work that into the agreement.

The Library's information will still be available to students through regular operations, just not through this agreement.

### New Business

Ms. Norgard requested a discussion on COVID-19 strategy. The Finance & Personnel Committee asked for contingency plans on continuation of paid emergency sick leave. According to health department conversations, the hope is regular business operation will resume by July. The board encouraged the Library to be a resource for information in vaccines.

The board recognized the retirement of Nancee Dahms-Stinson and Dianne Moore and their incredible contributions to the district.

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



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Board of Trustees

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Planning & Development Librarian