



**Springfield-Greene County Library Board of Trustees
February 18, 2020
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, February 18, 2020, 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:	Absent
Donald (Don) Chenevert, Jr., Secretary and Member:	Present
Cindy Waites, Treasurer and Member:	Present
Clinton Beecham, Member:	Present
Michele Risdal-Barnes, Member:	Present
Marteze (Tez) Ward, Member:	Present
Emily Denniston, Member:	Absent
Catherine E. Moore, Member:	Present

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

2. Consent Agenda:

- Minutes – January 21, 2020 board meeting
- General Conduct Policy

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

3. Standing Committees:

Finance/Personnel Committee: Waites reported for the Finance/Personnel Committee that met without a quorum on Tuesday, February 18, 2020 at the Schweitzer Brentwood Branch Library. Highlights included:

- The January 2020 financials were reviewed. Specific documents covered included:
 - Financial Highlights Report January 2020
 - Balance Sheet January 31, 2020
 - Monthly Budget Summary Month Ending January 31, 2020
 - Cash Flow Report January 2020

Waites reported that the Library received a letter from the City of Springfield explaining that an error had been made in the calculation of the PILOT payment from 3M in 2018. 3M was billed for 75% PILOTs instead of the expected 25% PILOTs. This resulted in an overpayment of 3M's PILOT payment for 2018. 3M's overpayment is being applied to future PILOT payments. The City

anticipates collection and distribution to taxing jurisdictions to begin again with the 2021 tax year.

Buildings & Grounds Committee: Risdal-Barnes reported for the Buildings & Grounds Committee that met Tuesday, February 11, 2020 at the Schweitzer Brentwood Branch Library. Highlights included:

- At the Midtown Carnegie Branch:
 - Cooper and a few other staff members met with representatives from Kone. Together they walked through our timeline and discussed the problems we encountered during the elevator refurbishment project. In light of these problems, Kone offered the Library 6 months of free maintenance on the Midtown Carnegie Branch elevator at no cost. That is estimated to be \$9,000.
 - Seventeen of the windows will be repaired this year.
- At the Library Center:
 - The ditch on the north side of the building is in need of repair. Our contractor for the project decided we need to work with an engineer to guarantee water is properly diverted.
 - The room divider between meeting rooms A and B has been repaired.
- At the Library Station, the drive-thru window has been reworked to make it easier for staff to reach out and hand drive-thru patrons their materials on hold.
- At the Schweitzer Brentwood Branch an additional gutter was added over the community room end of the building to help divert melting snow from the roof.
- The Mobile Library's generator has been replaced.
- At the regular monthly board meeting in March, Brandon Buckley and Sarah Kerner will be speaking to the trustees about future development opportunities as part of our strategic planning process.

4. Report of the Director:

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

Cooper announced that the date of the March Programs-Services-Technology committee meeting is moving from the 11th to the 13th.

5. Library Foundation Update:

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

- The Library Foundation met on January 27. Board members approved a grant request of \$12,100 for a special collection of children's books that have built-in audio boxes.
- The Library Foundation paid \$4,247 to the Library in January.
- The Library Foundation welcomes eight new board members. Laurie Edmondson, foundation president, will conduct a new board orientation on Feb. 28.

6. Old Business

-none-

7. New Business

Cooper has been working on the task of researching the changing of our fiscal year dates as directed by the board. Cooper recently met with Springfield City Manager Jason Gage to discuss this topic. Gage asked Cooper what the trustees are hoping to gain by changing the fiscal year dates. Cooper is asking for the trustees' guidance today. Trustees gave Cooper the following guidance

- This discussion was to open up a conversation about moving the library's fiscal year to a calendar year to better match up with our tax income. It seems kind of odd that it doesn't match up.
- The library has an erratic and irregular cash flow.
- Were the library to shift the fiscal year there would be this year of dislocation.
- Trustees want to make sure the benefits are worth the aggravation and extra expense in doing this.
- Changing the fiscal year would be complicated and expensive.
- Trustees want to understand the pros and cons.
- Trustees express that the Library is going to have complications no matter what the chosen fiscal year is with grants, other government funding etc.
- It will always be a problem no matter what; Trustees want to know about the unknowns?
- It would need to provide a huge improvement to be worth it.

8. Miscellaneous Items

-none-

9. Adjournment to Closed Session citing R.S.Mo. 610.021(1)

Garvin called for a motion to adjourn the regular session and go into closed session citing Missouri Revised Statute 610.021 subsection 1 only. Risdal-Barnes moved. Chenevert, Jr. seconded.

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

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

Board of Trustees

Business Office Manager