

Springfield-Greene County Library Board of Trustees

February 23, 2021

Meeting Minutes

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, February 23, 2021, at 4:00 p.m. at the Library Center

Members of the Board of Trustees were present or absent as follows:

Ashley Norgard, Don Chenevert Jr., Marteze “Tez” Ward, Cindy Waites, Rachael Morrow, Stacey Penney, Michelle Nahon Moulder; (Emily Denniston, Clinton Beacham were absent);

Staff: Regina Greer Cooper, Jim Schmidt, Melissa Davis, David Patillo, Lori Ruzicka, Kathleen O’Dell and other staff via Zoom.

The President of the Board of Trustees called the meeting to order at 4:00 p.m.

Consent Agenda

- Minutes -- January 19, 2021 board meeting

Ms. Norgard moved to accept the minutes, Ms. Waites seconded and the motion was approved.

Standing Committees

Finance & Personnel Committee:

Ms. Waites reported the Finance and Personnel Committee that met Tuesday, February 23, 2021 in person and virtually.

Financial Update

- Finance Report
 - Financial Highlights Report
 - Balance Sheet
 - Monthly Budget Summary

Cash Flow Report

Ms. Waites called the Board's attention to FY21 Budgetary Adjustments. She noted there are items that, because of timing issues, we will not know all the details until mid-March. Additional surtax money of \$783,000 is expected on February 28 and the financial institution tax comes in February, so by mid-March we should have a good idea of the district's financial picture. She noted, "Staff is doing an awesome job of managing expenses."

Ms. Waites made a motion, Mr. Chenevert seconded, and the board voted unanimously to postpone the planned March 16 Board of Trustees meeting to March 23 so the March 15 anticipated tax receipts can be reflected in an accurate March financial report.

Regina will email an interim update to the Board when tax money comes in on or near March 15.

Emergency paid sick leave update

Staff had received authorization to extend the federal emergency paid sick leave for staff through March 31, offered as an option by federal officials. Human Resources Director Lori Ruzicka said the Library did approve that and Lori had brought forth four proposals for how to offer that. However on the previous Friday, an IRS letter indicated the Library does not qualify for the payroll tax credit on the emergency paid sick leave the Library has provided since it began in 2020. The Library likely will have to repay the IRS \$39,000. It's unknown if penalties and interest will be added. Lori noted that there was little clarity in the regulations during the program rollout to know that the Library would not qualify. Staff plan to write a letter to state and federal representatives to express concern and possible reconsideration. The reimbursement would be withdrawn from the Library's income account.

The Board considered Lori's four proposals, tabled options 3&4, and discussed option 1, offering emergency paid sick leave to continue through March 31 for staff on board before August 6, 2020. The Finance & Personnel Committee presented a motion to accept option 2, extending emergency sick leave to new hires since August 6, 2020, which would

increase costs by about \$1,700. Mr. Chenevert seconded the motion and the board approved it unanimously. Ms. Norgard noted the board will consider options 3&4 later to be sure tax revenue arrives when it's expected. Lori said the Library has not had a COVID-19-related claim for two to three weeks.

Building & Grounds Committee

Mr. Chenevert reported for the February 9, 2021, Buildings & Grounds Committee.

Highlights included:

Midtown Carnegie Branch

A boiler inspection revealed adjustments were required to meet insurance requirements, and they were completed. The 30-plus-years-old boiler is on a five-year maintenance plan.

Library Center

The request to post MODOT directional signs to the Library Center near The Ridge is moving through the City of Springfield approval process. Current forms were sent to Associate Director Jim Schmidt to sign.

Park Central Branch

The Park Central Branch lease is up for renewal soon and the Library must give the landlord notice in March. Mr. Schmidt and Ms. Cooper need to look at utilization and other data in context of creating the strategic plan.

Fair Grove Branch

An individual approached Library administrators about available property that could accommodate relocation of the Fair Grove Branch. Staff was asked to get more feedback from the individual, such as whether it would be donated or the status of the offer. There was no update. Mr. Chenevert said data will be important to know if it will fit into the larger plan for the district.

Ms. Norgard said she asked staff to come to the March 4 Trustees retreat with a strategic proposal for coverage and service in the county. The Board reviewed a service coverage map staff created some years ago. She

wishes for the Board to discuss updated population growth projections that staff will provide at the retreat.

Report of the Director

Ms. Cooper highlighted multiple items from the Executive Director's Report for February 2021.

Library Foundation update:

Laurie Edmondson provided an update from the Library Foundation:

Deposits to the Foundation account include a \$4,968 grant from Bass Pro for mobile hot spots, a \$7460 grant from Community Foundation of the Ozarks for the Empathy Lab project, and an individual donation of \$3,000 from a person who said a good book and a glass of wine are the only things keeping her sane right now.

The fiscal year 2020 audit was completed, showing revenue of \$277,030, and grants provided to the Library totaling \$168,679. The Board extended kudos to Development Director Melissa Adler for her good work.

The Foundation also has applied for a Dollar General grant for the Summer Reading Program.

Old Business

Ms. Moulder asked to postpone her discussion of the materials selection policy until the March meeting.

The Emergency Sick Leave proposal was discussed earlier.

New Business

Investment proposals

Ms. Cooper provided three proposals from entities for a discussion of investment plans for the Library's earnings from the land sale for The Ridge development. She provided documents from each entity and discussed them briefly with the Board.

Ms. Norgard said she wanted to consider the options at the strategic planning session in the context of longer-range planning. Several board members want to see more investment options with situational analyses.

Ms. Penney and Mr. Ward agreed to put together more options; Ms. Norgard asked them to meet with Ms. Cooper to discuss them, with plans to discuss them for 15 minutes at the March 4 retreat. Ms. Waites would like to stay on the topic and make a decision in the next couple months.

There were no miscellaneous items to discuss.

Ashley noted that the board would not conduct the planned closed meeting following this meeting.

The regular session adjourned at 4:53 p.m.

Kathleen O'Dell

Community Relations Director