



**Springfield-Greene County Library Board of Trustees
January 15, 2019
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, January 15, 2019, at 4:00 p.m. at the Midtown Carnegie Branch Library, 397 E Central, Springfield, MO 65802. 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:	Present
e. Steven Ehase, Member:	Present
f. Ashley Norgard, Member:	Present
g. Andrea McKinney, Member:	Absent
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 – December 18, 2018 board meeting
- b. Policies in Force Review:
 - o Health/Medical Information Policy
 - o Internet Access and Safety Policy
 - o Legal Assistance Policy. A grammatical revision was made to the second paragraph where the subject-verb agreement was incorrect. “are” was changed to “is” to read “Library Staff does not provide legal advice and counsel and is not qualified to explain or interpret the content of legal reference sources.”

Waites moved to approve the December 18, 2018 minutes as presented, to approve the Health/Medical Information and Internet Access and Safety Policies as presented, and to approve the Legal Assistance Policy as revised; Chenevert, Jr. seconded. Waites yea, Risdal-Barnes yea, Chenevert, Jr. yea, Norgard yea, Moore yea, Ehase yea, Garvin yea.

3. Standing Committees:

Buildings and Grounds Committee: Risdal-Barnes reported for the Buildings and Grounds Committee that met Tuesday, January 8, 2019 at 8:00 a.m.

Risdal-Barnes reported the committee discussed the progress being made on the Library Express West project. The unit will be arriving next week on the 22nd and the grand opening is scheduled for February 6th at 10:00 a.m. There have been some unanticipated additional

costs due to necessary changes in the construction plan. The Friends of the Library has generously agreed to cover those costs through an additional \$20,000 donation.

Risdal-Barnes reported the materials have been ordered for the elevator refurbishment at the Midtown Carnegie branch library. The work should begin in late March after the needed parts arrive. Lastly, a recent repair of a bollard in back of the Library Center has been completed.

Finance and Personnel Committee: Waites reported for the Finance-Personnel Committee that met Tuesday, January 15, 2019 at 8:00 a.m. at the Schweitzer Brentwood Branch Library.

Waites reported highlights from the December 2018 financials as presented. Specific documents covered included:

- Financial Highlights Report December 2018
- Balance Sheet December 2018
- Monthly Budget Summary Month Ending December 31, 2018
- Cash Flow Report December 2018

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

4. Report of the Director:

Cooper highlighted many items from the Executive Director's Report for January 2019. Please see *Executive Director's Report* for January 2019.

5. Foundation Update:

Library Foundation Board President, Bruce Robison reported on behalf of the Library Foundation.

Robison reported updates including:

- The 25 for 25 campaign celebrating the 25th anniversary of the Library Foundation will continue until January 31, 2019 and has raised over \$10,000 to date.
- Donor David Jones has fulfilled his pledge payment. Through his generous donation the Library District purchased the Magic Box.
- The final outstanding pledge toward the ReNew Brentwood Capital Campaign has been received. It was the final installment of \$5,000 from Guaranty Bank.
- Due to Melissa Adler's creativity and the work of the Library Foundation's fundraising committee, the Library Foundation is proud to announce One Big Party! One Big Party will take place on March 2nd from 7:00-9:00 p.m. and will feature Greek festivities to coincide with this year's One Read title, "Circe." Tickets are \$50. Hopefully this One Big Party concept will develop into the Library Foundation's annual signature event to coordinate with the Library District's One Read and/or Big Read programming.
- The Library's staff is very generous! During 2018, \$2,067 was given to the Library Foundation through voluntary payroll deductions by staff members.
- A total of fifteen bookplates were purchased by patrons during the holiday season this year.

6. Old Business:

Board members requested an update on the pending FY18 worker's compensation audit dispute with Amtrust. Cooper reported that a letter was received yesterday notifying the library that our account would be turned over to a collection agency if payment was not received within the week. Cooper called Amtrust immediately yesterday and called again today. Cooper spoke to a customer service representative and explained the reason we weren't paying the bill. We are disputing the charges. At the direction of the customer service representative, Cooper completed a dispute form and requested all future correspondence be sent to her attention. The dispute form and accompanying letter explained all listed subcontractors and library guest performers were independent contractors and are not employees of the Library. We only carry worker's compensation insurance on employees, and those individuals were not employees. If an injury had happened it would have been claimed under general liability insurance. Lastly, Cooper received a reply email from Amtrust stating that the dispute form had been received.

7. New Business:

None

8. Miscellaneous Items:

None

9. Adjournment:

Moore called for a motion to adjourn the regular session. Norgard moved; Ehase seconded. Waites yea, Risdal-Barnes yea, Chenevert, Jr. yea, Norgard yea, Moore yea, Ehase yea, Garvin yea.

The regular session was adjourned at 4:47 p.m.

Board of Trustees

Business Office Manager