



**Springfield-Greene County Library Board of Trustees
January 21, 2020
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, January 21, 2020, at 4:00 p.m. at the Midtown Carnegie 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>
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:	Absent
Marteze (Tez) Ward, Member:	Present from item 4
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 – December 17, 2019 board meeting

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

3. Standing Committees:

Finance/Personnel Committee: Waites reported for the Finance/Personnel Committee that met Tuesday, January 21, 2020 at the Schweitzer Brentwood Branch Library. Highlights included:

- The December 2019 financials were reviewed by committee. Specific documents covered included:
 - Financial Highlights Report December 2019
 - Balance Sheet December 31, 2019
 - Monthly Budget Summary Month Ending December 31, 2019
 - Cash Flow Report December 2019
- Waites announces that the staff will be preparing and presenting budget revision information to the board on a quarterly basis moving forward instead of presenting a formal revised budget in April or May.
- The committee's review of the Personnel Policy Manual is ongoing.

- Waites asked Human Resources Manager Lori Ruzicka to share briefly concerning the impact of minimum wage increases. Ruzicka shared that the library will be taking a governmental exemption to the January 1st requirement to increase minimum wages. The library will be building applicable increases into our Fiscal Year 2021 and it is anticipated that needed changes to the wage and salary thresholds will be made on July 1st 2020.

Programs, Services, and Technology Committee: Garvin reported for the Programs, Services, and Technology Committee that met on January 15, 2020 at the Library Center.

- The committee heard from Stephanie Smallwood, the district's Early Literacy Specialist. Smallwood gave a presentation about the Racing to Read to Go outreach efforts at the WIC clinic and in partnership with community organizations throughout the county.

Buildings & Grounds Committee: Moore reported for the Buildings & Grounds Committee that met Tuesday, January 14, 2020 at the Schweitzer Brentwood Branch Library.

Highlights included:

- The sump pump under the elevator at the Midtown-Carnegie Branch is being repaired due to issues resulting from recent flooding.
- The letter written by Cooper to Kone, Inc. concerning our experience with the elevator repair was been received and Kone administrators will be meeting with library staff on Thursday morning to discuss our concerns.
- A complication with the Library Express West email notification process has resulted in overflowing bins recently. Repairs are being made.
- Leases were reviewed for all leased properties in the District. The committee received very useful information from staff and the resulting discussion was informative.
- HVAC unit replacements are ongoing. The Library Center is receiving its final scheduled replacement very soon. Several additional units will need to be replaced at the Library Station.
- At the Library Center, the partition repair between meeting rooms A and B is scheduled for Feb 7th. The auditorium microphone situation has been upgraded to include 6 lapel and 6 handheld microphones. Lastly, the circulation department manager's office has been painted.

4. Report of the Director:

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

Cooper added that in the time since her report was written, Missouri House Bill 2044 was introduced in Jefferson City. This is a bill sponsored by a representative from Neosho. The bill proposes that no state aid be given to any library that allows minors to access age inappropriate sexual material. A parental library review board of five individuals will be elected to determine whether any sexual material provided to the public by the public library is age-inappropriate sexual material. In addition, library staff could be fined \$500 or go to county jail for 1 year. The bill has garnered national attention. The Missouri Library Association has made an official statement and both Jim Schmidt and I have been interviewed

by the media. Details are not spelled out in the bill concerning age appropriateness. An article about the bill will be published this week in the Springfield Business Journal. (Ward entered here)

5. Library Foundation Update:

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

- In December, the Library Foundation paid \$128,498 to the Library in grants, distributions and fulfillments of donor restrictions. This includes the Ball Foundation and CFO Diversity and Inclusion grants, and the Laton Endowment income.
- The Library Foundation supports the Heirloom Seed Library at Midtown Carnegie and Library Station. A \$700 grant will be used to purchase seeds for the 2020 season.
- The end-of-year mailing generated \$6,100 in unrestricted donations, and presented several new donor prospects.

6. Board Education:

Michael Short, Managing Director at Stifel, Nicolaus & Company, Inc. gave a presentation on Municipal Capital Financing called “Bond 101.”

Please see *Municipal Capital Financing “Bond 101” January 2020* for full presentation details.

7. Old Business

- Workable Plan discussion of draft letter. The workable plan is scheduled to be discussed at the February 10th Springfield city council meeting. Cooper will attend the city council meeting. Although this draft letter was first discussed by the Board in the summer of 2019, February 10th is the first time the topic has been scheduled for a city council meeting since that time.

Chenevert Jr. made a motion that the trustees adopt, sign and send this letter to Springfield City Council Members in advance of the February 10th City Council Meeting; Ward seconded. Garvin yea, Chenevert, Jr. yea, Waites yea, Beecham yea, Ward yea, Moore yea. Motion carried.

- General Conduct Policy. The only change proposed is to improve the readability of the policy by moving “To enhance safety, security and service for all, the Library reserves the right to ask patrons to relocate to another area of the building” from a bullet point where items are prohibited to a stand-alone statement. Hearing no objections, this policy will be on the consent agenda next month.

8. New Business

-none-

9. Miscellaneous Items

Cooper proposed moving the March 2020 Board meeting from the 17th to the 24th of March. No objections were raised. The March meeting will be rescheduled for March 24, 2020 at the Willard Branch Library.

10. Adjournment to Closed Session citing R.S.Mo. 610.021(13)

Garvin called for a motion to adjourn the regular session and go into closed session citing Missouri Revised Statute 610.021 subsection 13. Moore moved. Beecham seconded.

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

The regular session was adjourned at 5:48p.m.

Board of Trustees

Business Office Manager