



**Springfield-Greene County Library Board of Trustees  
January 19, 2021  
Meeting Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, January 19, 2021, at 4:00 p.m. at the Library Center

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:	Present
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 4:00 p.m.

Ms. Norgard noted Martin Luther King, Jr. Day on January 18, 2021.

Consent Agenda

- Minutes – December 15, 2020 board meeting

A motion was made (Mr. Chenevert) and seconded (Mr. Beecham) to accept the consent agenda. Motion carried.

Standing Committees:

Buildings and Grounds Committee:

Mr. Beecham reported for the January 12, 2020 Buildings & Grounds Committee.

*Highlights included:*

### *The Library Center*

Mr. Schmitt met with the architect about sign placement. We have approval from the Department of Transportation to install signs on the highway to help direct traffic. They should be installed soon. The price was \$2680, which does not include the cost of permits.

The water heater has been replaced for \$2600.

### *Library Station*

The gift shop needs to close for January and February for water damage repairs, totaling \$1400.

### *Library Express West*

Issues with the LEW were fixed, and it is back in operation.

### Finance and Personnel Committee:

Ms. Waites reported for the Finance and Personnel Committee that met Tuesday, January 19, 2021 virtually.

### Financial Update

- Financial Report
  - Specific documents covered included:
    - Financial Highlights Report
    - Balance Sheet
    - Monthly Budget Summary
    - Cash Flow Report

Staff provided a report on where some budget items stood at the six-month mark. As we continue to monitor external pressures on the budget, areas of significance will include fines, gift shop, and passport fees. Staff will evaluate those costs and provide an update at the February meeting. The board noted that a one percent decline in tax revenue equates to \$140,000. The board wants to be prepared for these types of potential fluctuations to plan accordingly.

Ms. Cooper said she has begun to work on this and will have more estimations available at the next meeting. Ms. Penney inquired about expenses that might also be under budget and staff will provide an update on that as well.

### *Emergency paid sick leave update*

As we are continuing to look at external pressures on the budget, and how best to serve staff as they execute the mission, staff requested the continuance of the Emergency Paid Sick Leave (EPSL), which was due to end December 31. It has been extended

through March 31. The estimated potential maximum cost would be \$215,000 of unbudgeted expense.

As of January 2, 2021, \$28,000 had been used. Previously, if employees had been diagnosed with COVID-19 or in related quarantined, the federal government required this payment, but it is now optional. Of the other libraries that staff had connected with, one is not paying EPSL and the others are paying this until March 31, 2021.

The Finance and Personnel committee did not come to a decision on a recommendation. The committee elected to bring it in full to the board for a discussion.

Mr. Beecham stated that it is important to continue this until March 31 to keep people home if they are sick but need to have access to the funds. Ms. Norgard noted that staff has done a great job keeping exposures at a minimum. The board is grateful for the diligence and wants to encourage the proven methods to stop spread. In the consideration we are trying to balance safety with budget impact. She suggested the board authorize staff to continue paying EPSL through March 31, but at the next board meeting we evaluate proposals on ways to permit staff to continue to take leave but that would minimize the financial impact. Ms. Penney indicated support for authorizing until the end of March, but noted we also need to have a plan in place for the summer and fall.

Mr. Chenevert noted that it is most helpful for staff to bring the board proposals to consider and had concern that if the full \$215,000 were expended, that would be a high unbudgeted cost that could require a significant cut to another budget item.

Staff expressed concern about being able to develop these proposals in advance of the next board meeting and expressed a desire to meet with a few board members separately in advance of the meeting.

A motion was made (Mr. Chenevert) and seconded (Ms. Norgard) to extend the emergency paid sick leave through March 31, 2021 up to a maximum of \$215,000, subject to staff providing three or more options to address paid sick leave going forward. Motion carried.

Finally, Finance and Personnel discussed what to do with real estate funds. A motion was made (Ms. Waites) and seconded (Ms. Penney) for a staff recommendation of 2-3 proposals of where to invest the money, within the guidelines of the investment policy and awareness of the timeline. Motion carried.

Ms. Waites said that the proposals could be developed based on different scenarios of when the funds would be needed and how they would be utilized.

*Programs, Services and Technology*

The committee met on January 11 for an update on the Summer Reading Program. The program goal is to improve youth reading skills. The program has been in place since 2004, and in 2019 almost 5000 children were served. Ms. Nahon-Moulder suggested the full board receive an update on the program at upcoming meeting.

There was another item related to a policy change on materials. A motion was made (Ms. Norgard) and seconded (Ms. Morrow) to table the item until the next meeting. Motion carried.

### 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 January 2021.

### Library Foundation update:

Laurie Edmondson provided an update from the Library Foundation:

Holiday bookplates raised \$1,025, and the Foundation sees an opportunity for growth.

Lisa Sampley, Collection Services Manager, provided excellent customer service to donors.

The end-of-year appeal raised \$10,395 so far. A noteworthy donation was \$4,000 to support archive efforts in Local History.

The Library Foundation is participating in Give Ozarks Day on March 24. The theme is "Rally for Recovery." The online crowdfunding event will give agency partners the opportunity to raise operating funds that were lost during the COVID-19 pandemic. We'll share details as the event gets closer.

The Foundation received a \$4,968 grant from Bass Pro Shops for hot spots in December.

Ms. Cooper expressed appreciation to the Library and Foundation board members who have made contributions.

Ms. Waites commended the effort to provide hotspots and Wi-Fi to those that need it.

Ms. Norgard asked Ms. Edmondson to connect on the conversation around the memorandum of understanding.

### Old Business

*There was no old business to discuss.*

### New Business

Ms. Nahon-Moulder said we need to develop diversity policy, suggesting the board evaluate existing proposals that other organizations have in place.

Ms. Norgard said the board received the diversity report and noted that the organization has work to do. Ms. Norgard thanked the staff for their engagement and honesty.

The regular session adjourned at 5:27 p.m.

A handwritten signature in black ink that reads "Emily Denniston". The signature is written in a cursive style with a prominent dot over the 'i' in "Denniston".

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Board of Trustees

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Planning & Development Librarian