



Springfield-Greene County Library Board of Trustees
January 18, 2022
Meeting Minutes

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, January 18, 2022, at 4:00 p.m. at The Library Center.

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

<u>Roll Call</u>	<u>Present/Absent</u>
Emily Denniston, President and Member:	Present
Clinton Beecham, Vice President and Member:	Present
Rachael Morrow, Treasurer and Member:	Present
Stacey Penney, Secretary and Member:	Present
Cindy Waites, Member:	Present
Michelle Nahon Moulder, Member:	Present
David Yancey, Member:	Present
Samuel Snider, Member:	Absent
Chris Bozarth, Member:	Present

The President of the Board of Trustees called this meeting to order at 4:03 p.m.

Consent Agenda:

- Minutes – December 21, 2021 Board Meeting
A motion was made (Ms. Nahon Moulder) and seconded (Mr. Yancey) to approve the consent agenda. Motion carried.

Standing Committees:

Buildings & Grounds Committee:

Mr. Beecham reported for the Buildings & Grounds Committee that met on January 11.

Seattle Roast has painted in the coffee shop area and the flooring has been replaced by the Library. Seattle Roast is hoping to open in late February.

Delta Roofing started the roof replacement at The Library Station early. The bids for canopy replacement at The Library Station were significantly higher than the insurance company estimates. Those bids will now be taken back to the insurance company.

Paragon Architecture recently had some time open for some pro bono work. Regina and Jim took the offer to look at potential sites for a new Republic Branch Library.

The plans for Library Express East were sent to engineers to submit for permits on January 15. The current target for opening is mid-April.

Leland has started meeting with groups to discuss building & grounds needs for next year.

Executive Committee:

Ms. Denniston reported for the Executive Committee that met via Zoom on January 11. The meeting consisted of previewing the January agenda, ARPA funds update, and Strategic Plan updates.

Finance & Personnel Committee:

Ms. Morrow reported for the Finance & Personnel Committee that met on January 18.

Specific documents covered included:

- Financial Highlights Report
- Monthly Budget Summary
- Balance Sheet
- Cash Flow Report

As of December 31, 2021, 50% of the fiscal year has elapsed with 39.7% of the budget being spent, 10.3% under budget for expenditures.

Tax revenue received in December was much lower than usual due to tax bills not being sent until the final week of November. Total tax revenue received was \$515,643.53, of which \$486,679.24 was current taxes. A more typical December would be \$1.8 million. There is no reason for concern that current taxes will not catch up to normal in January and February.

Health insurance claims continue to be high at \$60,787.16 for December, now at 72.3% of the annual budget. Health insurance premiums are running slightly higher than expected as well. There was a calculation error in the budget for health insurance premiums, which will likely be about \$20,000 above the budgeted amount. Beginning January 15, 2022, health plans will be required to cover eight over-the-counter at-home COVID test kits per month per covered individual at an estimated cost of \$25 per test. The potential liability for the Library's plan could be \$20,600 per month.

The Finance Director has created a document to track fiscal year salaries, which considers timing of assumed raises and provides the ongoing ability to track actual salaries in relation to budgeted amounts.

Ms. Cooper provided an update that there are four free COVID tests per household available. Ms. Ruzicka is encouraging employees to obtain the four free COVID tests, which will hopefully limit the potential liability to the Library for the over-the-counter test kits.

Ms. Cooper provided an updated figure for the Health Insurance premiums. With the adjusted premium for the calendar year premium for 2022, the premium increased by \$5,538.96 for the final six months of the current fiscal year, which should result in an anticipated overage of \$26,021.74 than the amount budgeted for the current fiscal year.

Programs & Services Committee:

Ms. Nahon Moulder reported for the Programs, Service & Technology Committee that met on January 12. Tysha Shay presented on a few programs taking place at the Republic Branch. Programs highlighted were the Bird Feeding Program and Adventure Highlights. The Committee also met with Kathleen O'Dell in November to learn more about the vast marketing efforts of the Springfield Greene County Library through multiple mediums.

The Programs & Services Committee presented the revised Materials Selection policy and moved to adopt the updated policy (seconded by Mr. Beecham). Motion carried.

Report of the Director:

Ms. Cooper highlighted many items from the Executive Director's Report for January 2022. Please see the Executive Director's Report for January 2022.

Library Foundation Update:

Gay Wilson provided an update for the Foundation from both the November and December Board meetings. The Foundation received \$450 in donations in honor of Laurie Edmondson and her dedicated service to the Library Foundation. Laurie expressed that she would like for those donations to benefit future "Ask a Librarian" projects. The Foundation Board approved three grant requests from the Library District totaling \$13,114.27 for the Heirloom Seed Library Fund (\$978.77), the Book Endowment Fund for Collection Services (\$10,135.50) and the Annie Busch Endowment for Early Literacy (\$2,000).

An Independent Accountants Review of Fiscal Year 2021 was completed by the CPAs at Roberts, McKenzie, Mangan & Cummings. Based on the review, they concluded that they were not aware of any material modifications that should be made to the June 30, 2021 financial statements.

The “Taste the World Passports” fundraiser ended on December 31, 2021, which raised a total of \$1,680. The holiday bookplate promotion that took place during the month of December raised a total of \$425. The Foundation Board will begin brainstorming future fundraising ideas at the January 24 meeting.

Collections Budget Update:

Lisa Sampley provided an update on Collections. According to the December 31, 2021 Monthly Budget Summary, 16.4% of the Collections budget has been spent. However, when considering invoices that have been received but not yet paid by the business office, this is 23.9% and when factoring in materials that have been ordered but not yet received, that increases to 33.6%. Most of the large purchases (database subscriptions, Hoopla usage, etc.) come in the second half of the fiscal year.

Lisa explained the challenges in purchasing some types of materials, specifically music CDs, which have continued demand from Library patrons, but are limited in production due to the large number of streaming services. Other materials have been difficult to obtain due to supply chain disruptions and labor shortages.

Strategic Plan Update:

Ms. Cooper provided an update on Strategic Initiative 1: Strengthen Fiscal Resources.

Goal 1: Diversify our income stream and better organize cash flow.

The Library is current working on identifying process efficiencies, such as centralized ordering.

Goal 2: Analyze whether the district has sufficient fiscal resources to effectively serve all citizens of Greene County.

The Library is reviewing hours of operation for each location based on user needs. Although this was completed in 2021, due to the current environment it is being evaluated again and recommendations will be made for any adjustments going forward.

Goal 3: Continually increase the reserve fund towards the goal of 30% of the operating budget by the end of five years.

Most recently, the work done in this area with building the capital reserve, the Library was able to function normally when the December tax payment was significantly less than normal.

New Business:

Ms. Denniston brought the date of the March Board Meeting up for discussion as it is currently scheduled during the week of Spring Break for area schools. After some discussion, the decision was made to poll Board members and determine whether to keep the meeting on March 15 or move the meeting to March 29.

Miscellaneous Items:

Ms. Cooper provided an update on the paid holidays provided by the City of Springfield and Greene County compared to the Springfield Greene County Library District. The City of Springfield and Greene County provide 12 paid holidays for employees and the Springfield Greene County Library District provides 11 paid holidays for employees.

CLOSED SESSION A motion was made (Ms. Penney) and seconded (Mr. Yancey) to go into closed session pursuant to R.S.Mo. §610.021(13) and approved by a roll call vote.

<u>Board Members</u>	<u>Yes/No</u>
Emily Denniston, President and Member:	Yes
Clinton Beecham, Vice President and Member:	Yes
Rachael Morrow, Treasurer and Member:	Yes
Stacey Penney, Secretary and Member:	Yes
Cindy Waites, Member:	Yes
Michelle Nahon Moulder, Member:	Yes
David Yancey, Member:	Yes
Samuel Snider, Member:	N/A
Chris Bozarth, Member:	Yes

The regular session adjourned at 5:18 p.m.

Board of Trustees

Planning & Development Librarian