



Springfield-Greene County Library Board of Trustees
January 17, 2023
Meeting Minutes

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, January 17, 2023, at 4:00 p.m. at the Library Center.

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

Roll Call

Present/Absent

Clinton Beecham, President and Member:	Present
Rachael Morrow, Vice President and Member:	Present
Stacey Penney, Treasurer and Member:	Present
Samuel Snider, Secretary and Member:	Absent
Cindy Waites, Member:	Present
David Yancey, Member:	Present
Chris Bozarth, Member:	Present
Emily Denniston, Member:	Absent
Aaron Jones, Member:	Present

The President of the Board of Trustees called this meeting to order at 4:07 p.m.

Consent Agenda:

- Minutes – November 15, 2022 Board Meeting
A motion was made (Ms. Penney) and seconded (Mr. Yancey) to approve the consent agenda. Motion carried.

Standing Committees:

Buildings & Grounds Committee:

Ms. Waites reported for the Buildings & Grounds Committee that met on January 10.

The Board received presentations for the Library Center renovation project from Dake Wells Architecture, Paragon Architecture and Sapp Designs. After presentations and a Q&A session, a motion was made to recommend that Regina is authorized to go forward with negotiations with the top scoring firm.

Executive Committee:

Ms. Penney reported for the Executive Committee that met on January 10. The meeting consisted of previewing the January agenda, an update on ARPA funds, and an update on the status of the purchase of the Republic branch, and a closed session on personnel.

Finance & Personnel Committee:

Ms. Penney reported for the Finance & Personnel Committee that met on January 17.

Specific documents covered included:

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

As of December 31, 2022, 50% of the fiscal year has elapsed with 38.3% of the budget being spent.

Insurance expense includes general liability, inland marine, and workers comp. A bulk of the general liability and inland marine premiums are paid in the first half of the fiscal year, which is why the expense item appears over budget. Workers comp has been shifted to monthly reporting of employee count to have actual expense rather than the audit process, which can result in an amount due or refund.

Health insurance claims will likely see an increase in the next few months with multiple hospitalizations and/or surgeries recently.

Ms. Ruzicka also provided an update following the December Committee meeting in which she identified the cost of unfilled positions and where the salary and wage expense would be at the end of the fiscal year if all positions were filled. Lori worked closely with the Finance Director and determined that this would still result in being under budget by roughly \$450,000, or 6%.

The budget process has started with budget requests and narratives due to the Executive Director by February 28. Ms. Cooper requested that the committee provide a list of desired reports for the budget process and timeline.

In June 2022, the Committee moved to approve the FY 2022-2023 budget as proposed with a mid-year budget review in January 2023. The objective of the mid-year budget review was to identify a minimum of an additional \$75,000 to allocate to the Capital Projects budget.

Report of the Director:

Ms. Cooper highlighted many items from the Executive Director's Report for January 2023. Please see the Executive Director's Report for January 2023.

Library Foundation update:

Mr. Shaw provided an update for the Foundation. Fundraising letters and thank you letters for donors were sent at year-end. The Foundation will be hosting a ball at the Chateau Charmant in Fordland, MO on May 15 as a fundraiser for the Library Foundation in which profits will be split between the Foundation and the business.

Strategic Plan Update:

Sapp Design has requested information as they are preparing the contracts for the Library Center project, specifically whether we plan to use a Design-Bid-Build process or Construction Management at Risk. Mr. Bozarth explained the two processes. After discussion by the Board, there was a general consensus that the Construction Management at Risk would be preferred. A motion was made (Mr. Bozarth) and seconded (Mr. Yancey) to give Ms. Cooper the ability to request a proposal with three Construction Managers at Risk. Motion carried.

January 13 was the deadline for the Midtown RFQ. The three firms who were selected to present for the Library Center project were the only firms who submitted RFQs for Midtown. They were Dake Wells, Paragon and Sapp Designs.

Old Business:

Regina, Mel, The Library's attorney, the owner of the Republic branch building, owner's attorney, owner's banker had a phone call to discuss the origins of our numbers. The current banker has no documentation prior to 2016. The owner's team will go back to the 2 previous banks which held the mortgage to request documentation. Her lawyer is going to send a letter releasing the contractual 30-day closing requirement due to the time requirement to get the necessary loan documents.

New Business:

A motion was made (from the F&P Committee) and seconded (Mr. Beecham) to increase the interest income budget line item to \$144,196.00 and the capital projects expense budget line item to \$225,000 as of January 31. This is a \$75,000 increase to the capital projects expense budget line item. Motion carried.

A motion was made (from the F&P committee) and seconded (Mr. Beecham) to have a preliminary budget for the May F&P meeting with the same reports as FY22-23 in the budget packet for FY23-24. Motion carried (one opposed).

A motion was made (from the F&P committee) and seconded (Mr. Beecham) to have a draft preliminary budget available at the Spring Board Retreat on April 18. Motion carried (one opposed).

Miscellaneous Items:

A motion was made (Mr. Beecham) and seconded (Ms. Penney) 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>
Clinton Beecham, President and Member:	Yes
Rachael Morrow, Vice President and Member:	Yes
Stacey Penney, Treasurer and Member:	Yes
Cindy Waites, Member:	Yes
David Yancey, Member:	Yes
Chris Bozarth, Member:	Yes
Emily Denniston, Member:	Yes
Aaron Jones, Member:	Yes

The regular session adjourned at 5:33 p.m.

Board of Trustees President

Board of Trustees Secretary