



**Springfield-Greene County Library Board of Trustees  
July 17, 2018  
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, July 17, 2018, at 4:00 p.m. at the Schweitzer Brentwood Branch, 2214 Brentwood Blvd., Springfield, Missouri. Members of the Board of Trustees were present or absent as follows:

1. Roll Call

	<b><u>Present/Absent</u></b>
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:	Absent
e. Steven Ehase, Member:	Present
f. Ashley Norgard, Member:	Present
g. Andrea McKinney, Member:	Absent
h. Emily Denniston, Member:	Absent

The President of the Board of Trustees declared that a quorum was present and called the meeting to order.

2. Introduction of New Trustee: Cooper received an email from Presiding County Commissioner Bob Curtin at 2:01p.m. today notifying Cooper that the County Commission is planning to approve Donald Chenevert, Jr. at tomorrow morning's county commission meeting. Chenevert, Jr. will replace departing board member Derek Fraley as a county representative on the Library Board with a term to expire in 2021.

3. Disposition of Minutes: The minutes of the June 19, 2018 regular meeting were reviewed.

Ehase moved to approve the minutes as presented for the regular session board meeting of June 19, 2018; Risdal-Barnes seconded. Moore yea, Garvin yea, Risdal-Barnes yea, Ehase yea, Norgard yea. Motion carried.

4. Standing Committees:

Finance and Personnel Committee: Garvin reported for the Finance-Personnel Committee that met Tuesday, July 17, 2018 at 3:00 p.m.

Garvin reported highlights from the June 2018 Preliminary Pre-Audit financials as presented. Specific documents covered included:

- Preliminary Pre-Audit Monthly Budget Summary Month Ending June 30, 2018
- Discretionary Budgets Expenditures June 2018
- Preliminary Pre-Audit Balance Sheet June 2018

- Cash Flow Report June 2018

Garvin reported on the committee's discussion of the Library's Discrimination Policy. The committee recommends to the Board that a full review of policies be initiated with particular attention paid to uniformity and that our policies accurately reflect our practices. In addition, the committee recommends an increase in our training requirements for all staff to attend anti-harassment training every three years and that a no retaliation component be added to our existing policies. Lastly, the committee is in discussion about where and when to meet for the remainder of the year due to scheduling conflicts.

Buildings and Grounds Committee: Risdal-Barnes reported for the Buildings and Grounds Committee that met Tuesday, July 10, 2018 at 8:00 a.m.

Risdal-Barnes reported highlights including:

- The Library Center carpet replacement project is proceeding ahead of schedule and will be completed by July 27<sup>th</sup> easily. The parking lots at the Library Center have recently been restriped and the awnings are scheduled for replacement during August.
- The Midtown-Carnegie Branch's elevator continues to operate well following the recent repairs.
- The landscaping at the newly renovated Schweitzer Brentwood Branch has suffered in this year's excessive heat. Staff will wait until January to address.
- The Envisionware 24-7 project has progressed to the engineering phase. We are working with CJW Transportation Consultants to obtain an engineering stamp on the pad.

5. Report of the Director:

Cooper highlighted many items from the Executive Director's Report for July 2018. Please see *Executive Director's Report* for July 2018.

Cooper highlighted many items from the Executive Director's Annual Report for 2017-2018. Please see *Annual Report 2017-2018 To the Springfield-Greene County Library Board of Trustees From Executive Director Regina Greer Cooper*.

6. Foundation Update:

Development Director Melissa Adler reported on behalf of the Library Foundation.

Adler reported updates including:

- As a final follow-up to the recent CFO video challenge victory, Adler was on-hand to take photos of the children receiving their free books at a recent Stories to Go event. It was an incredible experience.
- The Library Foundation is working to overhaul their website to be more dynamic.
- The Library Foundation will be featured in a two-page spread in this year's Springfield Business Journal Annual Giving Guide.
- The Author's Club is a new donor program at the Foundation that will be debuted very soon.
- A grant proposal is currently being finalized to be submitted to the Ball Foundation. If awarded, the grant would help fund Play and Learn Centers in children's departments throughout the library district.

7. New Business:

- Adoption of Corporate Authorization Resolution, Guaranty Bank

Risdal-Barnes made a motion to adopt the corporate authorization resolution authorizing the line of credit with Guaranty Bank running from 7-17-2018 through 6-30-2019; Norgard seconded. Moore yea, Garvin yea, Risdal-Barnes yea, Ehase yea, Norgard yea. Motion carried.

- Policies in Force – Information

Recently Cooper created a table of contents for the Library District's Policies in Force. The table included the dates each policy was adopted. This process revealed that many are in need of review. The board members discussed their preferred methods of completing this review process. The specific elements of this review process should include:

- review 3-4 policies at each board meeting during 2018-2019.
- arrange the policies by topic area for review
- review all policies by the end of this fiscal year and then within a certain number of years moving forward
- board members would like to receive the policy text in advance of the meeting to be prepared to review and discuss at the meeting
- leave it up to Cooper as to how the policies move through the process be that by committee or directly to the full board
- invite the appropriate staff to the meeting for review and discussion
- use the red-line method of editing to note the proposed changes

After discussion, Norgard made a motion that the Board begin a systematic review of all policies in force to be completed by the end of the 2018-2019 fiscal year and task the Director to bring the policies forward to the Board by topic area as the Director sees fit; Garvin seconded. Moore yea, Garvin yea, Risdal-Barnes yea, Ehase yea, Norgard yea. Motion carried.

8. Miscellaneous Items

Closed Session §610.021(2), RSMo.

Adjournment to Closed Session: Moore called for a motion to adjourn the regular session and go into closed session citing Missouri Revised Statute 610.021 subsection 2. Ehase moved to adjourn the regular session and go into closed session citing Missouri Revised Statute 610.021 subsection 2. Garvin seconded.

Roll call vote on adjourning to closed session: Moore yea, Garvin yea, Risdal-Barnes yea, Ehase yea, Norgard yea. Motion carried.

The regular session was adjourned at 4:54 p.m.

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Board of Trustees

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Business Office Manager