



**Springfield-Greene County Library Board of Trustees
July 23, 2019
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, July 23, 2019, at 4:00 p.m. at the Republic Branch Library, 921 N. Lindsey Avenue, Republic, MO 65738. 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:	Absent
Ashley Norgard, Vice President and Member:	Present
Donald (Don) Chenevert, Jr., Secretary and Member:	Present
Cindy Waites, Treasurer and Member:	Present
Clinton Beecham, Member:	Present
Michele Risdal-Barnes, Member:	Present
Marteze (Tez) Ward, Member:	Present
Emily Denniston, Member:	Present
Catherine E. Moore, Member:	Present

The Vice President of the Board of Trustees called the meeting to order.

2. Introduction of New Trustees

Norgard introduced new trustees Beecham and Ward and welcomed them to the Board. Beecham and Ward shared briefly about their backgrounds.

3. Consent Agenda

Minutes – June 18, 2019 board meeting

Risdal-Barnes pointed out a correction within the Buildings and Grounds committee report under the third bullet point. The word “warranted” should have read “warrantied.” Risdal-Barnes moved to approve the June 18, 2019 minutes as corrected; Chenevert, Jr. seconded. Norgard yea, Chenevert, Jr. yea, Waites yea, Beecham yea, Risdal-Barnes yea, Ward yea, Denniston yea, Moore yea. Motion carried.

4. Standing Committees:

Finance and Personnel Committee: Waites reported for the Finance-Personnel Committee that met Tuesday, July 23, 2019 at 8:00 a.m. at the Schweitzer Brentwood Branch Library.

Waites reported highlights from the June 2019 financials as presented. Specific documents covered included:

Financial Highlights Report June 2019
Balance Sheet Preliminary Pre-audit June 30, 2019
Monthly Budget Summary Preliminary Pre-audit Month Ending June 30, 2019
Cash Flow Report June 2019

Waites reported that Cooper will investigate the feasibility of preparing financials faster in an effort to allow the committee to meet the week before board meeting after August. Waites pointed out the district's annual cash flow issue due to the timing of our fiscal year in relation to when tax revenues are received. While a line of credit is available to us through Guaranty bank if necessary, Cooper has not used it in her ten year tenure. Board education at the August meeting will include a presentation on the issues of cash flow and budgeting. Waites commended the staff on their great work in managing the budget.

Buildings and Grounds Committee: Risdal-Barnes presented report from the July 16, 2019 committee meeting. Risdal-Barnes provided the following highlights:

- The Library Station's reading room makeover has been completed. New furniture, carpeting and additional electrical outlets have been added.
- The Midtown-Carnegie Branch's elevator refurbishment is still a work in progress. The sump pump located inside the elevator shaft was broken.
- Also at the Midtown-Carnegie Branch, an original lead pipe was recently replaced, the water was shut off during repairs on July 15th, and the building closed early that day.
- The Library Center carpet installation has been further delayed and Jim Schmidt gave an update on progress being made.
- At a recent city council meeting, public street right-of-way was vacated for Lyon Street to the south of the Library Center to allow for the Ridge at Ward Branch Development project to continue.

Programs, Services, and Technology Committee: Denniston gave the committee report from the May 15, 2019 meeting of the Programs, Services, and Technology committee. Highlights include:

- The Library Station Reference Department Manager Tysha Shay presented information detailing the district's Refugee & Immigrant Library Welcome Video Project which was funded through an LSTA grant.
- Shay also played the *Library Welcome Video in Arabic* for the committee. The project allowed for the creation of 5 professional quality videos to reach immigrant and refugee populations in our community. The videos are intended to serve as a welcome to the library and convey the message that all are welcome at the library.
- The Meeting Room Policy was reviewed and no changes were suggested by staff or committee members. The policy will appear on the consent agenda at the August 20th board meeting.
- Denniston reported that library staff might have an opportunity to develop a training program for other community board members.

5. Report of the Director:

Cooper highlighted many items from the Executive Director's Report for July 2019. Please see *Executive Director's Report* for July 2019.

Next, Cooper highlighted several items from her Annual Report 2018-2019. Please see *Annual Report 2018-2019 To the Springfield-Greene County Library Board of Trustees from Executive Director Regina Greer Cooper* for full details.

6. Library Foundation Update:

Library Foundation Board President Dr. Laurie Edmondson reported on behalf of the Library Foundation as follows:

- The Library Foundation Board is currently focusing on board recruitment.
- The Flights and Frights Trivia Night is scheduled for Friday, October 18th from 6-8 p.m. The Library Foundation is looking for sponsors for that event.
- The Library Foundation is sponsoring an upcoming concert by Harry and the Potters at the Library Center on August 16th.
- At the end of the meeting, please help us welcome Mr. Bill Woody to the Republic Branch for a tour of the facility. Mr. Woody is the son-in-law of Ursula Marie Laton.

7. Old Business:

- Policies in Force Review:
 - Electronic Records Retention: Official Status of Electronic Copies

The trustees discussed the policy as presented. Chenevert, Jr. moved to approve the Electronic Records Retention: Official Status of Electronic Copies policy as presented; Risdal-Barnes seconded. Norgard yea, Chenevert, Jr. yea, Waites yea, Beecham yea, Risdal-Barnes yea, Ward yea, Denniston yea, Moore yea. Motion carried.

- Proposed Mission Statements

Cooper explained that a group of six staff members met multiple times to review the Library's current mission statement as directed by trustees during the April 2019 Board Retreat. Three proposed revised mission statements were developed and are being presented here.

 - The mission of the Springfield-Greene County Library District is to improve and enrich the lives of our users. The Library values the residents of Greene County and responds to their needs by providing welcoming spaces, relevant resources and personalized and professional services.
 - The mission of the Springfield Greene County Library District is to improve and enrich the lives of our users.
 - The Library enriches Greene County residents throughout their lives. We support them with welcoming spaces, relevant resources and personalized service.

After lengthy discussion by trustees, Cooper was directed to take these back to staff for further work.

8. New Business:

Risdal-Barnes requested updated copies of the Board Roster and committees be distributed to the Board via email. In addition, Risdal-Barnes requested an updated copy of

the Policies in Force Review list be distributed.

9. Miscellaneous Items:

Development Director Melissa Adler introduced Mr. Bill Woody to the trustees and staff. Mr. Woody was invited to tour the Republic branch today to see the new computers made possible through a generous donation by his late mother-in-law, Ursula Marie Laton. Mr. Woody shared that Marie's desired legacy was to help the library prosper and grow.

10. Adjournment:

There being no further business, Norgard called for a motion to adjourn. Moore moved to adjourn; Risdal-Barnes seconded. Norgard yea, Chenevert, Jr. yea, Waites yea, Beecham yea, Risdal-Barnes yea, Ward yea, Denniston yea, Moore yea. Motion carried.

The regular session was adjourned at 5:05p.m.

Board of Trustees

Business Office Manager