



**Springfield-Greene County Library Board of Trustees  
July 21, 2020  
Meeting Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, July 21, 2020, at 4:00 p.m. at the Library Center.

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

1. 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
Stacy Penny, Member	Present
Michelle Nahon Moulder, Member:	Present

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

The board welcomed three new board members to the SGCL Board of Trustees.

2. Consent Agenda

- Minutes – April 21, 2020 board meeting
- Minutes – May 19, 2020 board meeting
- Minutes – June 16, 2020 board meeting

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

### 3. Standing Committees:

#### Buildings and Grounds Committee:

Mr. Beecham reported for the Buildings & Grounds Committee that met July 14, 2020, virtually.

#### *Highlights included:*

##### The Library Center

A new bike rack has been installed.

##### Schweitzer-Brentwood

A new display rack has been installed.

##### Midtown Carnegie Branch

There is a new janitorial service.

#### Finance and Personnel Committee:

Mr. Ward reported for the Finance and Personnel Committee that met Tuesday, July 21, 2020 virtually.

Ms. Waites reported highlights from FY 2019-2020:

- The Board has received June financial highlights and June preliminary pre-audit financials.

#### **Revenue:**

- Under June revenue, there is a \$100,000 listing for property sale. Finance and Personnel discussed this line item and it will be reclassified under something other than operating revenue as there are restrictions on use of these funds and they are part of the larger pending sale.
- Year-end total tax revenue came in at \$219,562 below budget (1.6%). The year ended at \$13,891,971 in actual tax revenue and next year \$13,978,181 was budgeted in anticipated tax revenue.
- Other revenue is down \$123,000 from budget. This is largely driven by the Erate reimbursement shown in the budget amount but actually posts as a credit expense on expense side in the Charges and Services section. FY 19-20 revenue was down 1 percent from budget.
- The library received \$15.3M in total Revenue in 19-20. The library has budgeted a 2 percent decrease for FY 20-21 at \$14.9M.

#### **Expenses:**

- Ms. Waites highlighted four categories: Personnel, Library Collections, Operating & Maintenance, and Charges & Services.

- Personnel came in \$977,000 under budget in FY19-20. This was driven by lower than budgeted health insurance and lower salaries and associated costs due to unfilled positions. A hiring and wage freeze was implemented at the end of March with the onset of the pandemic but many of the budgeted positions were already not filled as leadership was strategically looking at needs of system.
- Finance and Personnel received a report that staff has implemented the compensation restructuring as of July 1, contrary to board's understanding that we had not yet lifted the wage freeze. Ms. Waites stated that the hiring freeze is ongoing, although it was reported to Finance and Personnel that there are several new vacancies which need to be filled to meet public service needs.
- Finance and Personnel requested a report/proposal from staff regarding filling needed positions prior to hiring freeze being lifted.
- Collections expended nearly all of their budget, with around \$900,000 spent in June. \$560,000 was in proformas.
- Operating and Maintenance ended the year \$162,000 under budget and Charges and Services ended \$465,000 under budget.
- Total expenses came in under budget by nearly \$1.6 M.
- Net Revenue over expenses created a surplus of \$1.2M which will be added to cash reserves.
- The year ended with \$14M in total expenses. Next year's budget reflects \$15M in expenses. The FY 20-21 budget is lower than the FY 19-20 budget, but higher than FY 19-20 actuals.
- Ms. Waites noted that this was a challenging year as we ended the last quarter in midst of a worldwide pandemic and much remains uncertain. She commended staff for working hard to control expenses and allow a surplus of revenue to help us defray any unexpected issues these next couple of years as well as cash flow needs for first six months.

**Balance sheet and cash flow:**

- Minimal cash has been received in last few months because the majority of revenue is tax based and comes in late Dec – Feb.
- \$1.5M in cash balances were used in June so the cash is down from May.
- Staff has analyzed upcoming cash flow, and anticipated revenue between now and Dec 17 indicates the library will need \$6.67M in cash. We have \$6.5M in non-designated cash reserves and anticipate an additional \$330,000 in other income in the next six months. This would give the library about \$167,000 cushion until the majority of tax revenue is received in mid-December.

Following the FY 19-20 summary, a motion was made (Mr. Ward) and seconded (Mr. Chenevert) to direct the Finance and Personnel Committee restate and define the terms of the wage and hiring freeze. The motion carried with one abstention.

The new board members asked for some historical context about this vote.

Ms. Norgard provided some context for the last few months. When the pandemic first hit there was much uncertainty and the Finance and Personnel Committee was meeting frequently in order to preserve jobs and the financial soundness of the library district. During that time the committee guided the board to pause on hiring and wage increases. Additionally, staff had been reviewing and evaluating wage and salary tracks. The Finance and Personnel Committee evaluated a proposal from staff to realign compensation. The board understood that this was important, but felt it was not the opportune time to restructure wages. The board wanted to implement a wage and salary freeze at that time. A vote was not taken to memorialize that intention.

As budgeting for FY 20-21 continued, staff needed guidance on how to proceed, but the board was not yet ready to restructure wages or grant wage increases due to the uncertainty of the pandemic and the long term implications. The consensus among the trustees was to adopt the proposed budget that included the salary increases, but not yet implement those increases until there was a better grasp on of the district could afford the increases, maintain all current staff and maintain operations.

There was a misunderstanding between the board and staff. Staff understood that once the budget was passed they were to start implementing the new wage structure including increases.

Following the recap from Ms. Norgard, the board had further discussion about the approved motion. The goal of the motion was to determine the terms, expectations and guidelines of the freeze, as well as understand the full implication of the new wage structure and salary increases. Once the Finance and Personnel Committee has the chance to meet, the board will likely call a special session in order to address as quickly as possible.

Ms. Cooper explained to the Board that she proceeded with the wage restructuring (but not the lifting of the hiring freeze) because the Board had provisionally approved the restructuring proposal, and had never formally voted on the wage and hiring freeze. Mr. Ward asked if any raises had been granted between March and June.

Ms. Cooper responded that when the district reopened, raises were given if the employee had been recommend for a raise. She was under the impression that if the budget could be balanced, the new structure and raises could be implemented.

Staff asked for guidance on how to proceed until the Finance and Personnel Committee could meet and provide direction.

A motion was made (Mr. Chenevert) and seconded (Ms. Waites) that effective immediately no wage increases and no further hires would be made until further notice and board action. The motion carried with one vote in opposition and two abstentions.

Ms. Ruzicka said that she believes that no increases processed after July 1 with the new fiscal year and within the new structure had been processed.

A motion was made (Mr. Chenevert) and seconded (Ms. Waites) to direct the Human Resources Director to complete the processing of raises for employees with anniversary dates prior to July 1, 2020. The motion carried with one vote in opposition and two abstentions.

Programs, Services & Technology Committee:

Ms. Nahon Moulder reported from the July 15, 2020 meeting of the Programs, Services and Technology Committee.

Highlights included:

The committee received an overview of safety measures being taken to protect staff and patrons and help prevent the spread of COVID 19.

Staff reported that they had altered the use of equipment for safety and efficacy, customer service, and the quarantining of materials. They had also removed touchable objects from the children's department, receiving positive comments from parents about interaction with children to selecting books.

4. Report of the Director

Ms. Cooper highlighted many items from the Executive Director's Report for July 2020. Please see *Executive Director's Report* for July 2020.

Ms. Cooper noted a citywide mask ordinance was passed by City Council. All branches within the Springfield-Greene County Library District will be complying with that ordinance.

Ms. Cooper gave an overview of the annual report. Please see the Annual Report for 2019-2020.

Mr. Chenevert requested a letter to thank the donors and supporters of the library on behalf of the board for 2019-2020

5. Library Foundation update:

Library Foundation President Laurie Edmondson presented:

- The Library Foundation is working on a memorial fundraiser for Jim Gorst for a new stage at the Library Center. The fundraising goal is \$4,400 and the Library Foundation requests board support.

- The Foundation is preparing to apply for another Ball Foundation grant for a play and learn center at the Midtown Branch.
- They have another library program starting in August.
- Tez Ward volunteered to be the board liaison for 2020-2021

6. Old Business

a. Strategic Planning Update:

Staff is working to get community feedback sorted into themes. The board will then send that to the standing committees so that each committee can recommend goals based on the response themes. The Board will then aggregate and set goals and staff will set strategies on how to accomplish goal. That information will come back to the board for final approval.

7. New Business

- Settlers and Pioneers Article

Ms. Norgard noted the article published by People Centric Consulting about leadership during times of crisis.

8. Miscellaneous Items

None

9. Adjournment to Closed Session citing R.S.Mo. 610.021 (2)

Ms. Norgard moved to go into closed session citing Missouri Revised Statute 610.021(2).

Ms. Waites seconded.

Roll call vote on adjourning to closed session:

Beecham, yea

Waites, yea

Chenevert, Jr. yea

Ward, yea

Norgard, yea

Penny, yea

Morrow, yea

Denniston, yea

Motion carried.

The regular session adjourned at 5:52 p.m.

*Emily Denniston*

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Board of Trustees

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Planning & Development Librarian