



**Springfield-Greene County Library Board of Trustees
June 19, 2018
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, June 19, 2018, at 4:00 p.m. at the Library Center, 4653 S Campbell, Springfield, Missouri. Members of the Board of Trustees were present or absent as follows:

1. Roll Call

	<u>Present/Absent</u>
a. Michele Risdal-Barnes, President and Member:	Present
b. Steven Ehase, Vice President and Member:	Present
c. Ashley Norgard, Secretary and Member:	Present
d. Derek Fraley, Treasurer and Member:	Present
e. Cindy Waites, Member:	Absent
f. Catherine Moore, Member:	Present
g. Andrea McKinney, Member:	Absent
h. Bill Garvin, Member:	Present
i. Emily Denniston, Member:	Present

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

2. Introduction of New Trustee Emily Denniston: Cooper introduced and welcomed Denniston as a new city appointee to the Board of Trustees replacing Matthew Simpson. Denniston works for the Springfield Area Chamber of Commerce. Cooper and Denniston have worked together in the past during advocacy events. A warm welcome to Emily. Cooper also shared that Garvin and Norgard were both reappointed for a second term on the Board of Trustees during last night's Springfield City Council meeting. Cooper expressed her appreciation for their continued service on the Board for a second term.

3. Disposition of Minutes: The minutes of the May 15, 2018 regular meeting were reviewed.

Moore moved to approve the minutes as presented for the regular session board meeting of May 15, 2018; Garvin seconded. Risdal-Barnes yea, Ehase yea, Norgard yea, Fraley yea, Moore yea, Garvin yea, Denniston yea. Motion carried.

4. Standing Committees:

Buildings and Grounds Committee: Garvin reported for the Buildings and Grounds Committee that met Tuesday, June 12, 2018 at 8:00 a.m.

Garvin reported highlights including:

- At the Library Center shelving units are currently being cut down for the Dewey Plus project. This month the parking lot has been sealed and striped. Lastly, the

large scale project of carpet replacement will begin the week of June 24th and continue through much of the month of July. The Library staff has worked diligently to communicate impending disruptions to collection access.

- The Midtown Carnegie Branch experienced a failure in their air-conditioning during the first week of June. Fortunately it was repaired quickly and inexpensively. There have been elevator issues at the branch in recent days, but we are cautiously optimistic that the problem is corrected now.
- Outdoor signage at the Schweitzer Brentwood Branch has been modified for enhanced visibility, and some of the problems with landscape plantings around the building are being addressed by searching for more resilient plants for that environment.
- The Envisionware 24-7 Library unit should be delivered in approximately 16 weeks. It was purchased through the generosity of the Friends of the Library and a \$40,000 LSTA grant. The lease on the shopping center parking lot space has been signed. Leland and crew are now securing permits for the concrete pad construction. Launch date will be sometime in September. A delegation from the Missouri State Library hopes to travel down from Jefferson City for the launch.

Finance and Personnel Committee: Risdal-Barnes reported for the Finance-Personnel Committee that met Tuesday, June 18, 2018 at 12:00 p.m.

Risdal-Barnes reported highlights from the May 2018 financials as presented. Specific documents covered included:

- Monthly Budget Summary Month Ending May 31, 2018
- Discretionary Budgets Expenditures May 2018
- Balance Sheet May 2018
- Cash Flow Report May 2018

Risdal-Barnes proposed a plan for funding phase 1 of the carpet replacement at the Library Center. Phase 1, which covers approximately one-third of the total project, will cost \$97,000. Board approval is needed to reallocate any amount over \$10,000 within the budget. It is the recommendation of the Finance and Personnel Committee that the money be pulled from the existing balance in the Health Insurance Claims account. For fiscal year 2018, \$550,000 was budgeted for Health Insurance claims. To date, we have spent \$349,547.39 leaving a balance of \$200,452.61 unspent. The Business Office has analyzed past expenses in that account and is certain there is enough money to cover all incoming claims through the end of the year plus this one-time carpet expense.

Fraley moved to approve the reallocation of \$97,000 from the Health Insurance Claims account to the Building Repairs account allowing Cooper to pursue this contract for carpet work to be completed by Zickel Flooring as coordinated by Grooms Office Environments; Garvin seconded. Risdal-Barnes yea, Ehase yea, Norgard yea, Fraley yea, Moore yea, Garvin yea, Denniston yea. Motion carried.

Cooper presented the Proposed 2018-2019 Budget to the board for the Board's review and approval. Please see *Budget Narrative Springfield-Greene County Library District FY 2018-2019* and *2018-2019 Proposed Budget* spreadsheet as presented.

Discussion of the Proposed Budget followed. The discussion included the topics of salary tracks, contingency funds, cash carry forward, and the library collection budget allocation. The Board made a recommendation that Cooper conduct an audit of other libraries around the state in relation to the way those libraries conduct performance reviews and award pay

increases to staff.

Norgard moved to approve the Proposed FY19 Budget as presented; Garvin seconded. Risdal-Barnes yea, Ehasse yea, Norgard yea, Fraley yea, Moore yea, Garvin yea, Denniston yea. Motion carried.

5. Report of the Director:

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

6. Foundation Update:

Library Foundation Vice-President Bruce Robison was in attendance and gave the update. The Library Foundation board met on May 18th at Missouri Trust for a board meeting and planning session. After an abbreviated business meeting, we conducted a planning session with the aid of Brian Fogle with the Community Foundation of the Ozarks. A SWOT analysis was completed looking at strengths, weaknesses and opportunities for the Library Foundation. No threats were covered. We worked to develop future roles for the board and a more formal board recruitment process. In the future, we want to build partnerships, engage and collaborate more with the Friends of the Library and the Library District. The Library Foundation wishes to truly support the function of the library in ways we haven't done in the past. We formalized our mission, vision, and values to enhance definition. We divided into groups to develop a plan. Regina Cooper and Melissa Adler both attended and participated. We are very thankful for their contributions to the discussions. A thank you to everyone who voted for and shared The Library Foundation's video submission in the CFO's grant contest. The library is a finalist! The award dinner is scheduled for June 20th.

7. New Business:

- Public Building Corporation Appointees

Cooper submitted names of two new proposed members of the Public Building Corporation Board of Directors to replace outgoing members Neil Guion and Lisa Officer: Shelley Evans, Guaranty Bank and Mike Sharp, Heim, Young & Associates, Inc. Risdal-Barnes moved to approve the appointment of Evans and Sharp; Ehasse seconded. Risdal-Barnes yea, Ehasse yea, Norgard yea, Fraley yea, Moore yea, Garvin yea, Denniston yea. Motion carried.

8. Old Business:

a. Report of Nominating Committee

The Nominating Committee composed of McKinney, Norgard, and Waites met to build the slate of officers for the coming year. The Slate of Officers recommended by the Nominating Committee for 2018-2019 is:

President: Catherine Moore

Vice President: Bill Garvin

Secretary: Michele Risdal-Barnes

Treasurer: Cindy Waites

Risdal-Barnes moved to approve the slate of officers for 2018-2019 as presented; Norgard seconded. Risdal-Barnes yea, Ehasse yea, Norgard yea, Fraley yea, Moore yea, Garvin yea, Denniston yea. Motion carried.

9. Miscellaneous Items

Departing Board member Derek Fraley was recognized for his service to the Board of Trustees and the Library District.

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

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

Adjourned to Closed Session at 5:03 p.m.

Returned to Open Session at 5:09 p.m.

Adoption of Conflict of Interest Statement:

The Board reviewed the Conflict of Interest Statement which is required biennially by the Missouri Ethics Commission in lieu of personal financial disclosure forms for each board member. Norgard moved to approve and adopt the Conflict of Interest Resolution as presented; Moore seconded. Risdal-Barnes yea, Ehase yea, Norgard yea, Fraley yea, Moore yea, Garvin yea, Denniston yea. Motion carried.

Adjournment:

Risdal-Barnes called for a motion to adjourn the regular session. Fraley moved; Norgard seconded. Risdal-Barnes yea, Ehase yea, Norgard yea, Fraley yea, Moore yea, Garvin yea, Denniston yea. Motion carried.

The regular session was adjourned at 5:11 p.m.

Board of Trustees

Business Office Manager