



**Springfield-Greene County Library Board of Trustees  
June 18, 2019  
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, June 18, 2019, at 4:00 p.m. at the Library Center, 4653 S. Campbell, Springfield, MO 65810. Members of the Board of Trustees were present or absent as follows:

1. Roll Call

	<b><u>Present/Absent</u></b>
Catherine (Katie) Moore, President and Member:	Absent
William (Bill) Garvin, Vice President and Member:	Present
Michele Risdal-Barnes, Secretary and Member:	Present from 3
Cindy Waites, Treasurer and Member:	Absent
Steven Ehase, Member:	Present
Ashley Norgard, Member:	Present
Andrea McKinney, Member	Present
Emily Denniston, Member:	Present
Donald (Don) Chenevert, Jr.	Present from 3

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

2. Consent Agenda

Minutes – May 28, 2019 board meeting

McKinney moved to approve the May 28, 2019 minutes as presented; Norgard seconded. Denniston yea, Garvin yea, Ehase yea, Norgard yea, McKinney yea. Motion carried.

3. Standing Committees:

Finance and Personnel Committee: Garvin reported for the Finance-Personnel Committee that met Tuesday, June 18, 2019 at 8:00 a.m. at the Schweitzer Brentwood Branch Library.

Garvin reported highlights from the May 2019 financials as presented. Specific documents covered included:

Financial Highlights Report May 2019

Balance Sheet May 31, 2019

Monthly Budget Summary Month Ending May 31, 2019

Cash Flow Report May 2019 (Chenevert, Jr. entered)

Garvin reported that the Finance and Personnel committee reviewed a preliminary version of the Proposed Budget for FY 2019-2020 at the May committee meeting and have received

an updated version that was reviewed at the committee meeting this morning. (Risdal-Barnes entered). Garvin highlighted many of the bullet points as presented in the Proposed Budget Narrative FY 2019-2020 and the Proposed Budget Spreadsheet FY 2019-2020.

Following Garvin's presentation, Norgard expressed appreciation of the staff's hard work in balancing the budget and presenting well-thought-out minimum wage adjustment numbers. Norgard expressed the Board's belief that this is the best solution for this year's budget.

Chenevert, Jr. moved to approve the FY 2019-2020 Proposed Budget as presented; Norgard seconded. Denniston yea, Garvin yea, Ehase yea, Norgard yea, McKinney yea, Chenevert, Jr. yea, Risdal-Barnes yea. Motion carried.

Buildings and Grounds Committee: Risdal-Barnes presented a combined committee report from the May 14, 2019 and June 11, 2019 committee meetings. Risdal-Barnes provided the following highlights:

- The District has decided to hire a part-time temporary groundskeeper.
- Carpet installation at the Library Center is all done except for the custom carpet area where carpet had to be reordered. The completion of that project is pending.
- The termites discovered at the Library Center have been successfully treated and that work is warranted for one year.
- Also at the Library Center, a water hammer issue has been resolved.
- The Midtown Carnegie elevator refurbishment has been further delayed due to the wrong parts being sent. We are waiting on new parts to come from overseas.
- With all of the recent storms only one roofing tile came off of the Schweitzer Brentwood Branch's roof.
- The air-conditioning has been broken in administration and is being repaired.
- The Midtown-Carnegie refrigerator has been replaced.
- At the Library Station, the new cyber bar generously funded by the Friends of the Library has been completed. The Platform 9 ¾ decorative feature and reading room carpet projects which were both funded by the Friends of the Library have also been completed.

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

- Information Technology Manager David Patillo presented information detailing the history and procedures for E-Rate funding.
- In addition, Patillo shared information about several new technologies that are emerging and could influence technology at the Library in the months and years to come. Patillo attended the 2019 Consumer Electronics Show in Las Vegas. During his visit, he concentrated on three areas in particular: cameras/sensors, voice features, and 5G Cellular.

#### 4. Report of the Director:

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

Cooper reported that we officially have two newly appointed Trustees who will be joining the Board in July. Greene County has appointed Clinton Beecham and the City of

Springfield has appointed Marteze (Tez) Ward. Beecham and Ward will be going through board orientation and touring the branches with Cooper soon.

5. Foundation Update:

Library Foundation Development Director, Melissa Adler reported via written report on behalf of the Library Foundation as follows:

- The Library Foundation received a \$500 donation from the Republic Business and Community Women Circle of Success and Empowerment Fund. The money will be used to buy supplies for make n' take stations at the Republic Branch Library.
- Make 'n take stations are activity tables that are tied to a book, movie, or programming series. For example, last year Republic provided make 'n take crafts to celebrate the 100th anniversary of Frankenstein. Staff also created a table all about pies that promoted baking cookbooks. The activities are quite popular because they provide something fun for families to do together.
- The Foundation will host a trivia night fundraiser called "Flights & Frights" on Friday, October 18, 2019 from 6-8 p.m. at Missouri Spirits. This is part of the "Oh, the Horror!" series. Individuals and businesses will be encouraged to sign up in teams of eight. Ticket includes flight of whiskey, food and prizes.

6. Old Business:

None

7. New Business:

- a. Report of the Nominating Committee was presented by Ehase.

The Nominating Committee composed of Ehase, McKinney and Moore met to build the slate of officers for the coming year. The Slate of Officers recommended by the Nominating Committee for 2019-2020 is:

President: William (Bill) Garvin  
Vice President: Ashley Norgard  
Secretary: Donald (Don) Chenevert, Jr.  
Treasurer: Cindy Waites

The committee assignments include:

- Buildings and Grounds: Risdal-Barnes chair, Moore and Beecham members
- Programs, Services & Technology: Denniston chair, Garvin and Ward members
- Finance and Personnel: Waites chair, Norgard and Chenevert, Jr. members

Norgard moved to approve the slate of officers and committee assignments for 2019-2020 as presented; Ehase seconded. Denniston yea, Garvin yea, Ehase yea, Norgard yea, McKinney yea, Chenevert, Jr. yea, Risdal-Barnes yea. Motion carried.

8. Miscellaneous Items:

Retirement Recognition, Rhonda Brown and Pam Speer:

Vice President Garvin recognized Brown and Speer individually and thanked them for their many years of service working as Library employees.

Recognition of Departing Board Members Andrea McKinney and Steven Ehase:

Cooper recognized McKinney and Ehase thanking them for their dedicated service over the past six years as Library Board Trustees.

9. Adjournment:

There being no further business, Garvin called for a motion to adjourn. Risdal-Barnes moved to adjourn; McKinney seconded. Denniston yea, Garvin yea, Ehase yea, Norgard yea, McKinney yea, Chenevert, Jr. yea, Risdal-Barnes yea. Motion carried.

The regular session was adjourned at 4:52 p.m.

---

Board of Trustees

---

Business Office Manager