



**Springfield-Greene County Library Board of Trustees  
June 16, 2020  
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, June 16, 2020, at 4:00 p.m. virtually due to current COVID-19 gathering restrictions. Members of the Board of Trustees were present or absent as follows:

1. Roll Call

	<b><u>Present/Absent</u></b>
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	Absent
Emily Denniston, Member	Present
Catherine (Katie) E. Moore, Member	Present

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

2. Consent Agenda

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

Norgard shared that the amended minutes will be approved at the next board meeting.

3. Standing Committees:

Finance and Personnel Committee: Waites reported for the Finance and Personnel Committee that met Friday, June 5, 2020 and Tuesday, June 16, 2020 virtually.

Waites reported highlights from the May 2020 financials as presented. Specific documents covered included:

- Financial Highlights Report May 2020 (Beecham entered)
- Monthly Budget Summary Month Ending May 31, 2020
- Balance Sheet May 31, 2020
- Cash Flow Report May 2020

Waites reported that through May 2020 we are 12.6% under budget and 5% under the projected year end revenue. The Library is anticipating beginning to resume passport services on June 29, 2020.

#### Proposed 2020-2021 Budget

##### Revenue:

- The board requested working on a 4% reduction in budget.
- Based on new information Cooper received, the proposed budget is based on a 3% reduction in revenue and corresponding expenses in a net zero budget.
- Anticipated total tax revenue is expected to be under 1.6% below year end of last year's approved budget.
- Proposed budget is an .8% increase from where we are ending in the year end.

##### Expenses

- Rolling the minimum wage into the new salary schedule.
- The salary item does not include a Cost of Living Adjustment.
- Personnel costs are 64% of the operating budget.
- Collection budget is proposed to 2 million overall, down 14%.

Norgard recognized and welcomed board member Michelle Nahon-Moulder, who is returning next month to serve her second term.

Waites acknowledged and thanked for the inclusion of the five-year actual vs. projected tax income in the packet. Denniston and Norgard thanked Cooper, library staff, Waites and the Finance and Personnel Committee for their hard work and time spent on the library budget.

Denniston moved to approve the FY 2020-2021 Proposed Budget as presented; Beecham seconded. Beecham yea, Chenevert, Jr. yea, Denniston yea, Moore yea, Norgard yea; Risdal-Barnes yea, Waites yea. Motion carried.

Sampley, Collection Services Manager, provided a report on purchases recommended for the remainder of fiscal year 2019-2020. Information included how Collection Services gets their information, what happens during a normal year vs. this fiscal year, and where they stand now fiscally.

Buildings & Grounds Committee: Risdal-Barnes reported for the Buildings & Grounds Committee that met Tuesday, June 9, 2020 virtually. Highlights included:

- Midtown Carnegie Branch
  - A gate will be installed on the lower level entrance to solve vandalism issues.
- The Library Center
  - Potential road closure on Lyon Street due to a sanitary sewage installation that has now been postponed.
  - A vendor accidentally backed into one of the columns of the Library Center and has been repaired.

- An enclosure was added for the Gift Shop storage to solve problems with birds along with a woodchuck issue.
- Relocation of the bees that were highlighted in LibeWire. Hats off to Krissy Sinor from the Midtown Branch for her, her family and friends relocating the bees to Walnut Grove.
- HVAC repairs at Ash Grove and Fair Grove branches.
- Recycling and shredding services have recently restarted at the various branches.
- One closed session item to be discussed at the end of this meeting.

Programs, Services & Technology Committee: Denniston reported from the June 10, 2020 meeting of the Program, Services & Technology committee. Highlights include: Phyllis Davis, Library Station Youth Services Manager presented about two successful programs funded by grants in 2019: The PLA Inclusive Internship and Build a Better Book Program.

- The PLA Inclusive Internship program the Library received a \$5,000 grant to fund a paid internship for a high school senior from the area. The internship was awarded to Neema Barume, a Central High School senior and Tanzanian refugee. She worked over the summer to plan and implement several programs including the Maker Camp project, Sewing Station, and a special teen night for local Congolese teens.
- The Build a Better Book Program included making books and materials for the visually impaired.

#### 4. Report of the Director

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

Norgard and Cooper discussed the Wi-Fi and chalk graffiti issues at Park Central while the branch was closed during the Black Lives Matter protest. Norgard reminded about the importance of following the Library's vision statement of being an integral part of the community and staff's first amendment rights. Chenevert, Jr. asked Cooper to investigate the malicious Wi-Fi disruption further.

#### 5. Library Foundation update: Library Foundation President Laurie Edmondson presented:

- Working on a fundraiser in the memory of Jim Gorst and would like to invite the library board members to participate and raise \$4,400 for a new stage at the Library Center.
- Postponed the Flights and Frights Trivia Night until October 2021.
- During the shutdown, the Foundation reached out to donors and funders with at least 160 touchpoints including phone calls and handwritten notes to major donors.
- The Foundation meets again next week.

#### 6. Old Business

a. Report of Nominating Committee was presented by Risdal-Barnes. The Nominating Committee composed of Risdal-Barnes, Denniston, Beecham, and Ward met to build the slate of officers for the coming year. The Slate of Officers recommended by the Nominating Committee for 2020-2021 is:

President: Ashley Norgard  
Vice President: Don Chenevert, Jr.  
Secretary: Emily Denniston  
Treasurer: Marteze (Tez) Ward

The committee assignments include:

Finance and Personnel: Ward chair, Denniston and Waites members  
Buildings and Grounds: Beecham chair, Chenevert, Jr. and Norgard members  
Programs, Services and Technology: Nahon-Moulder, chair and Morrow members

Risdal-Barnes moved to approve the slate of officers and committee assignments for 2020-2021 as presented. Waites seconded. Beecham yea, Chenevert, Jr. yea, Denniston yea, Moore yea, Norgard yea; Risdal-Barnes yea, Waites yea. Motion carried.

b. Potential Bylaws change to allow virtual meetings or members to join meetings virtually. Norgard shared that the feedback that she has received is that people appreciate an in-person format because you can see body language and chat with people before and after meetings. Zoom has been a helpful tool during the pandemic but they would like to use it sparingly. It was also suggested that it be approved by the Executive Committee if we are going to host a meeting using Zoom. Norgard asked that the board to resume in-person meetings in July. Norgard will take up the feedback that she received in email form and work with Cooper on bylaw language.

#### 7. New Business

- Social Media Policy

Norgard reported that it was recommended at the Finance and Personnel meeting this morning to wrap this analysis up with the ongoing Personnel Manual review. This policy will not be taken up at today's meeting.

- Recognition of Department Board Members Michele Risdal-Barnes and Katie Moore

Cooper recognized Risdal-Barnes and Moore and thanked them both for their dedicated service. Norgard thanked them and noted their service as presidents and service on every committee.

#### 8. Miscellaneous Items

None

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

Norgard called for a motion to adjourn the regular session and go into closed session citing Missouri Revised Statute 610-21 subsection 2 only. Risdal-Barnes seconded.

Roll call vote on adjourning to closed session: Waites yea, Chenevert, Jr. yea, Denniston, yea, Norgard yea, Moore yea, Risdal-Barnes yea. Motion carried. (Beecham's call had dropped earlier.)

The regular session was adjourned at 5:22 p.m.

---

Board of Trustees

---

Planning & Development Librarian