



**Springfield-Greene County Library Board of Trustees  
March 20, 2018  
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, March 20, 2018, at 4:00 p.m. at the Republic Branch Library, 921 N. Lindsey Ave., Republic, Missouri. Members of the Board of Trustees were present or absent as follows:

1. Roll Call

	<b><u>Present/Absent</u></b>
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:	Absent
e. Cindy Waites, Member:	Present
f. Catherine Moore, Member:	Present
g. Andrea McKinney, Member:	Present
h. Bill Garvin, Member:	Present

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

2. Disposition of Minutes: The minutes of the February 20, 2018 meeting were reviewed.

Waites moved to approve the minutes as presented for the regular session board meeting of February 20, 2018; Ehase seconded. Risdal-Barnes yea, Ehase yea, Norgard yea, Waites yea, Moore yea, McKinney yea, Garvin yea. Motion carried.

3. Standing Committees:

Buildings and Grounds Committee: Garvin reported for the Buildings and Grounds Committee that met Tuesday, March 20, 2018 at 3:15 p.m.

Garvin reported highlights including:

- Big Brothers Big Sisters of the Ozarks recently approached the Library about adding a donation bin to the parking lot at the Library Center. Discussion in committee raised concerns including the bin taking up needed parking and the possibility of an unsightly overflowing bin. The committee decided to decline the invitation.
- The committee discussed an ongoing issue with a sewer line at the Schweitzer Brentwood Branch. The situation seems under control at this point. We will continue to monitor it through July.
- District staff are still searching for a place to install the Envisionware 24-7 Library on the west side of Springfield.
- At the Library Station, water fountains in the children's department have been replaced. Property cleanup immediately west of the Library Station property has

- been completed by our neighbors to the west.
- Just before our meeting, an informal ballpark proposal for carpet replacement at the Library Center was received. The estimate comes in at \$6.50 per square foot installed for a total cost of \$97,500 to cover 15,000 square feet. We are considering this proposal.
- A real estate developer has approached the Library with a desire to purchase our property just south of the Library Center. At the next Buildings and Grounds Committee meeting, the developer will be sharing a tentative plan. Our agent will also be in attendance at the meeting.

Finance and Personnel Committee: Risdal-Barnes reported for the Finance-Personnel Committee that met Monday, February 19, 2018 at 12:00 p.m.

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

- Monthly Budget Summary Month Ending February 28, 2018
- Discretionary Budgets Expenditures February 2018
- Balance Sheet February 2018
- Cash Flow Report February 2018
- Proposed Revised Budget FY 2017-2018

After reviewing the proposed revised budget FY 2017-2018 with the board members present, Risdal-Barnes called for a motion to approve the proposed revised budget FY 2017-2018. Ehase moved to approve the proposed revised budget FY 2017-2018 as presented; Garvin seconded. Risdal-Barnes yea, Ehase yea, Norgard yea, Waites yea, Moore yea, McKinney yea, Garvin yea. Motion carried.

4. Report of the Director:

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

5. Foundation Update:

Risdal-Barnes welcomed Foundation Board member Bruce Robison to present an update from the Library Foundation. Robison presented an overview of the Library Foundation's March 26, 2018 Board meeting including:

- Standing committee reports were presented
- Discussion of the Community Foundation of the Ozark's (CFO) distribution policy. The original language for the Laton Endowment Fund was reviewed, and the Foundation Board recognizes it as restricted funds with unrestricted distributions. More discussions are to follow. Distributions are set to occur in the fall each year.
- The February Endowment challenge set a goal of raising \$10,000 during the month of February in order to receive a bonus \$5,000 match from the CFO. We reached just over \$13,000 through a variety of activities and events in February.
- On the topic of board development, we are hoping to generate interest in people serving on the board. If you know of folks you might suggest, we welcome those suggestions.

6. Old Business:

none

7. New Business:

Cooper asked the board members present for their feedback on possible topics of interest for the upcoming Board Retreat in April. A list of possible topics was distributed around the table. Various board members presented more ideas. Cooper invited all to email other ideas in the coming days. Cooper and Risdal-Barnes will work together to narrow down the list and build an agenda.

8. Miscellaneous Items

After the recent annual performance review of the Executive Director, Risdal-Barnes has worked with the Library's Human Resources Director Lori Ruzicka, to draft a standard procedure and timeline for the process. See *Executive Director Annual Performance Review Recommendations*.

Adjournment to Closed Session: There being no further business, 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. Waites seconded.

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

The regular session was adjourned at 4:46 p.m.

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Board of Trustees

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Business Office Manager