



**Springfield-Greene County Library Board of Trustees
March 19, 2019
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, March 19, 2019, at 4:00 p.m. at the Republic Branch Library, 921 N. Lindsey Ave., Republic, MO 65738. Members of the Board of Trustees were present or absent as follows:

1. Roll Call

	<u>Present/Absent</u>
a. Catherine (Katie) Moore, President and Member:	Present
b. William (Bill) Garvin, Vice President and Member:	Present from 2
c. Michele Risdal-Barnes, Secretary and Member:	Absent
d. Cindy Waites, Treasurer and Member:	Present
e. Steven Ehase, Member:	Present
f. Ashley Norgard, Member:	Present
g. Andrea McKinney, Member:	Present
h. Emily Denniston, Member:	Present
i. Donald (Don) Chenevert, Jr.	Present from 3

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

2. Consent Agenda

- Minutes - February 19, 2019 board meeting. (Garvin entered the meeting.)
- Policies in Force Review:
 - Proctoring Policy
 - Voter Registration Policy

Waites moved to approve the February 19, 2019 minutes as presented and to approve the Proctoring Policy and Voter Registration Policy as presented; Norgard seconded. Moore yea, Garvin yea, Waites yea, Ehase yea, Norgard yea, McKinney yea, Denniston yea.

3. Standing Committees:

Finance and Personnel Committee: Waites reported for the Finance-Personnel Committee that met Tuesday, March 19, 2019 at 8:00 a.m. at the Schweitzer Brentwood Branch Library.

Waites reported highlights from the February 2019 financials as presented. Specific documents covered included:

- Financial Highlights Report February 2019
- Balance Sheet February 28, 2019

- Monthly Budget Summary Month Ending February 28, 2019
- Cash Flow Report February 2019

Waites reported the 2018-2019 Budget Revisions were reviewed and discussed by the Finance and Personnel committee. The revisions are based on markups and markdowns to revenue and expense accounts that have occurred between the time the budget was approved at the beginning of the fiscal year and February 28 which is 66.7% through the fiscal year. This budget revision process is one that has been done historically but is not required by statute. Please see *2018-2019 FY Budget Revisions* for details on the changes proposed. Waites explained that the budget is an internal document for the Board of Trustees and the Library staff to use as a guide. Discussion ensued. Waites explained the budget revisions include only completed items but not work still underway. Norgard expressed concern that the board members not on the Finance and Personnel Committee are receiving these revisions for the first time during this board meeting not allowing sufficient time for review. Further, Norgard expressed her desire to receive the budget revisions prior to the day of board meeting. Waites offered to table the budget revisions until next month. Norgard did not wish to table this topic. Waites reminded the trustees of the open motion to approve the 2018-2019 Budget Revisions as presented coming from the Finance and Personnel Committee. Garvin seconded. Moore yea, Garvin yea, Waites yea, Ehase yea, Norgard nay, McKinney yea, Denniston yea. Motion carried.

Waites gave an update on the status of the ongoing Worker's Compensation Insurance audit dispute with AmTrust. Written notification was received on March 4th telling Cooper that the library's appeal was denied by AmTrust. After a brief discussion, Cooper was directed to contact our legal counsel concerning this matter.

Buildings and Grounds Committee: Chenevert, Jr reported for the Buildings and Grounds Committee that met Tuesday, March 19, 2019 at 9:00 a.m.

Chenevert, Jr. reported highlights including:

- At the Library Station, work has begun to replace worn furnishings in the reading room and to add a cyber-bar and stools. The Friends of the Library have generously agreed to fund these improvements.
- Also at the Library Station, graffiti has been discovered on the west side of the building and will be painted over.
- At the Schweitzer Brentwood Branch, new window blinds have been installed in the circulation workroom.
- A neighbor near the Schweitzer Brentwood Branch has expressed his displeasure at the 5:00 a.m. garbage collection by the refuse removal company.
- At the Library Center, a termite infestation has been discovered. Eradication of the infestation will be completed at minimal cost.
- The carpet needed to complete Phase 2 of the carpet replacement at the Library Center has been ordered with a deposit paid. The timing for installation is being examined. The delivery van has had a rough month! The first of two accidents has resulted in the other driver filing a claim. The second accident resulted in a damaged mirror on the delivery van which was replaced.

Programs, Services and Technology Committee: Norgard reported for the Programs, Services, and Technology Committee that met Wednesday, March 13, 2019 at 8:30 a.m.

Norgard reported highlights including:

- Outreach Services Manager Allison Eckhardt presented information detailing many of the services offered by the outreach department with special emphasis placed on the coordination of off-site outreach collections.
- Eleven Outreach staff members are able to bring library services to many library users in our community. The dedicated work of the Outreach Services staff enables the library to reach many different populations who may have limited access to traditional library services.
- The committee reviewed the Proctoring Policy and the Voter Registration Policy as part of the ongoing Policies in Force Review for the district.

4. Report of the Director:

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

5. Foundation Update:

Library Foundation Development Director, Melissa Adler reported on behalf of the Library Foundation.

Adler reported updates including:

- One Big Party – Adler expressed thanks to those who attended the event. In total, forty people were in attendance. It was a great event that the Library Foundation is pleased to be establishing a yearly fundraiser.
- The Library Foundation has agreed to fund an upcoming concert for the library featuring Harry and the Potters using \$1,700 from the Cultural Arts Endowment Fund.
- A new feature is coming to the Library Foundation's website next week entitled Help a Librarian. This new feature will highlight specific funding requests from librarians throughout the district in an effort to solicit donations
- Adler gave an update on the progress being made to refresh the U.S. Presidential Biography collection at the library made possible by a generous donor. .

6. Old Business:

Policies in Force Review

- Volunteer Policy

No recommendations for changes to the Volunteer Policy were presented by the staff. The trustees discussed the volunteer policy as presented. Denniston moved to approve the Volunteer Policy as presented; Chenevert, Jr. seconded. Moore yea, Garvin yea, Waites yea, Ehase yea, Norgard yea, McKinney yea, Denniston yea, Chenevert, Jr. yea. Motion carried.

7. New Business:

Cooper reminded the trustees that Steven Ehase's term as a county appointee and Andrea

McKinney's term as a city appointee to the board will both expire in June 2019. Cooper invited the trustees to share recommendations for the needed replacements.

Cooper explained that a local company, Big Biscuits, has requested digitized images from our collection and asked the trustees if they wish to discuss this at next month's meeting. The trustees expressed their desire to discuss this issue and asked that the appropriate materials be added to their board packets for the April board meeting.

Moore distributed a self-assessment questionnaire to be completed by the trustees prior to the board retreat on April 16. Moore reminded the trustees that this year's board retreat would be facilitated by Matthew Simpson, Ozarks Technical Community College Director of Research, Strategic Planning and Grant Development and will focus on creating the library district's next strategic plan.

8. Miscellaneous Items:

Cooper explained to the trustees that staff persons sitting in the audience at board meetings as well as the person taking minutes have expressed concerns about not being able to hear details clearly during the proceedings. Cooper has asked David Patillo, the IT department manager to investigate a portable microphone system to be utilized at future board meetings.

Cooper shared information about an article featured in the March 2019 edition of the Show Me Express: State Library Newsletter produced by the Missouri Secretary of State's office. The article was a nice spotlight on the Library Express West submitted by Cooper for publication.

9. Adjournment:

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

The regular session was adjourned at 4:55 p.m.

Board of Trustees

Business Office Manager