



**Springfield-Greene County Library Board of Trustees  
March 23, 2021  
Meeting Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, March 23, 2021, at 4:00 p.m. at the Library Center.

Members of the Board of Trustees were present or absent as follows:

Roll Call

	<u>Present/Absent</u>
Ashley Norgard, President and Member:	Present
Donald (Don) Chenevert, Jr., Vice President and Member:	Present (as of 4:25)
Marteze (Tez) Ward, Treasurer and Member:	Absent
Emily Denniston, Secretary and Member:	Present
Clinton Beecham, Member:	Present
Cindy Waites, Member:	Present
Rachael Morrow, Member:	Present
Stacey Penney, Member :	Present
Michelle Nahon Moulder, Member:	Absent

The President of the Board of Trustees called the meeting to order at 4:01 p.m.

The Trustees recognized the retirement of Linda Agee and thanked her for her service.

Consent Agenda

- Minutes – February 23, 2021 board meeting

A motion was made (Ms. Waites) and seconded (Mr. Beecham) to accept the minutes as amended. Motion carried.

Standing Committees:

Buildings and Grounds Committee:

Mr. Beecham reported for the Buildings & Grounds Committee that met March 9, 2021.

*Highlights included:*

The County has displayed six signs and various locations indicating vaccine numbers in the community, currently at 10%.

The Library Center

- DOT has placed markers coordinated with City Utilities- will be done next week.

The Library Station

- Gift shop flooring has been installed and the chain link fence has been repaired.

Schweitzer Brentwood

A letter was received from the building neighbor regarding fencing and vehicles. The building's heating and cooling issue has been repaired.

Midtown

- Damage to Friends building made by the plowing company has been repaired.
- Interested parties in the Coffee Shop were on hold until March 15 and we are still waiting on a response.

Park Central

- New sinks and counters have been installed for \$1200 and the lease renewal will be discussed.

Finance and Personnel Committee:

Ms. Waites reported for the Finance and Personnel Committee that met Tuesday, March 23.

Specific documents covered included:

- Financial Highlights Report
  - Balance Sheet
  - Monthly Budget Summary
  - Cash Flow Report
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- The Library is encouraged about passport fees increasing.
  - The Committee discussed the FFCRA and pandemic related sick leave and the repayment of the tax credit that the Library was deemed ineligible to receive.
  - The District has paid back over \$19,000. The total anticipated amount is approximately \$39,000. In the coming months this will show up in part as a FICA expense and as a miscellaneous expense.

- The committee reviewed the budget adjustment documents and relevant updates for March.
- Regarding Emergency Paid Sick Leave (EPSL), the Committee recommended the acceptance of proposal number three, which would extend the EPSL benefits through June 30 and extend benefits to new hires on a scale. The high-end cost of this proposal would be \$72,000 for a maximum increase of \$22,000 over the approved approach last month. A second was made (Ms. Norgard). Motion carried.
- The budget process was discussed and begins internally with departmental requests. The process will be forthcoming.
- Elizabeth Wentz with Spencer Fane, joined the F&P meeting. She is working on a review of the policy manual. She will send to Regina who will forward a copy to the committee. F&P will review and bring forth policy manual changes and recommendations for the board to consider.

#### Programs Services and Technology Committee

Rachael Morrow provided an report from the PST Committee meeting that took place at 8:30 a.m. on March 10.

The committee heard an update on the imbedded library team and the rebranding of business services to “Business Connect” from Renee Brumett, Tysha Shay and Katy Pattison. This included an overview of services available to the business community and how to better connect with and support the business community.

The Committee also discussed the auto-renewal policy and the consideration of making the first renewal automatic. It would only impact items eligible for renewal. Advantages include customer service, decreasing phone traffic and access to materials. Notices would still be sent out, but renewal would automatically occur. Challenges include the budgetary impact with the reduction of fines, staff anticipates a 33% fine reduction. Many libraries already do this, and some are moving away from fines altogether.

The Committee recommended making the first renewal automatic, beginning at the start of the new fiscal year. A second was provided (Ms. Waites). Motion carried.

#### Report of the Director

Ms. Cooper highlighted many items from the Executive Director’s Report for March 2021. Please see *Executive Director’s Report* for March 2021.

#### Library Foundation update:

Laurie Edmondson provided an update from the Library Foundation:

The foundation board approved two grants to support virtual programs by authors Melody Warnick and Marta McDowell.

On Thursday, March 18, author Melody Warnick discussed “This is Where You Belong: The Art and Science of Loving Where You Live.” Sponsored by The Library Foundation and Greene County MU Extension Office.

Thirty-three patrons logged on to watch Warnick talk about falling in love with the place that you live. Warnick shared what place attachment is, how she fell in love with her town of Blacksburg, Virginia, and ways that participants can look around at their own city and view it from new perspectives.

All the President's Gardens will be May 11 from 6:30-8:30 p.m. to discuss our nation's garden history as seen through the changing grounds at the White House, sponsored by The Library Foundation. Registration starts April 27.

Each author fee is \$500. The foundation requested \$1,000 from the Cultural Arts Endowment Fund. The Community Foundation of the Ozarks sent two \$1,000 checks. The additional \$1,000 was used to pay for a virtual program that aired on March 11: “The Emotional Infrastructure of Places: Engaging Our Community following the Pandemic” led by author Peter Kageyama. The interactive was in partnership with the City of Springfield and United Way of the Ozarks.

In February, the foundation paid the Library \$10,517.81 in distributions.

The Library Foundation is participating in Give Ozarks Day on March 24. For each unique donor that gives to our project during each hour, we will have an additional chance to win a \$5,000 “Luck of the Draw” prize. Donors can give throughout the day to give the library more chances to win. <https://causemomentum.org/projects/pandemic-buddy>

Farmers Gastropub is sponsoring the Heirloom Seed Library again this year with a \$1,000 donation.

### Old Business

Ms. Norgard recommended tabling the materials selection policy until the next meeting.

### New Business

Staff presented the addition of the value of inclusion to the existing list of values. A motion was made (Ms. Norgard) and seconded (Mr. Chenevert) to add inclusion as a value. Motion carried.

The Trustee training will be discussed at the April meeting along with the State Library trustee training.

Ms. Norgard asked for volunteers for the nominating committee to select new officers. Mr. Chenevert agreed to chair the committee and Mr. Beecham, Ms. Morrow and Ms. Nahon Moulder will also serve.

Ms. Norgard provided an update on the status of the executive committee. When Mr. Ward had to step down from the treasurer position, Ms. Norgard asked Ms. Waites to step in and serve and she has now been filling that role for a number of months.

Ms. Cooper raised concerns about Ms. Waites service being in violation with the bylaws. A motion was made (Mr. Chenevert) and seconded (Mr. Beecham) that the policy be waived and the board vote for a one-time exception to the bylaws permitting Ms. Waites to serve as chair of

the Finance and Personnel Committee and Treasurer for the remainder of the fiscal year 2021.  
Motion carried with Ms. Waites abstaining.

The board was reminded that Finance and Personnel Committee meetings are always open to all board members.

Mr. Chenevert inquired about the issue of video meetings being allowed under the current bylaws. The desire from the board is to move back to in-person meetings, but that a remote option be available and permissible under the bylaws. Ms. Norgard will work with Ms. Cooper to draft language on the matter.

The regular meeting adjourned at 5:29 p.m.



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Board of Trustees

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Planning & Development Librarian