



**Springfield-Greene County Library Board of Trustees
May 15, 2018
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, May 15, 2018, at 4:00 p.m. at the Strafford Branch Library, 101 S. State Highway 125, Strafford, Missouri. Members of the Board of Trustees were present or absent as follows:

1. Roll Call

	<u>Present/Absent</u>
a. Michele Risdal-Barnes, President and Member:	Present
b. Steven Ehase, Vice President and Member:	Absent
c. Ashley Norgard, Secretary and Member:	Present
d. Derek Fraley, Treasurer and Member:	Absent
e. Cindy Waites, Member:	Present
f. Catherine Moore, Member:	Absent
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 April 17, 2018 regular meeting and the April 17, 2018 board planning retreat were reviewed.

Waites moved to approve the minutes as presented for the regular session board meeting of April 17, 2018 and the board planning retreat of April 17, 2018; Garvin seconded. Risdal-Barnes yea, Norgard yea, Waites 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, May 8, 2018 at 8:00 a.m.

Garvin reported highlights including:

- Carpet replacement at the Library Center. We viewed carpet samples and discussed the two bids received. The bid from Zickel Flooring was chosen. We have since committed to the bid. There is not an install date as of yet. The work will be completed while the branch remains open. Tarping will be used as well as low VOC materials.
- At the Schwietzer Brentwood Branch, we have officially received out silver LEED certification, and we will be installing plaques to notify the public of this designation.
- At the Fair Grove Branch, a new teen computer desk has been installed, as well as a new self-checkout unit.

- A new van was purchased for use by the IT staff. The van is a Ford Transit van with a magnetic gray exterior. It has been custom fitted with flooring and shelving.
- The other two items were closed session items to be discussed today at closed session.

Finance and Personnel Committee: Norgard reported for the Finance-Personnel Committee that met Tuesday, May 15, 2018 at 3:00 p.m.

Norgard reported highlights from the April 2018 financials as presented. Specific documents covered included:

- Monthly Budget Summary Month Ending April 30, 2018
- Discretionary Budgets Expenditures April 2018
- Balance Sheet April 2018
- Cash Flow Report April 2018

Cooper presented the Preliminary 2018-2019 Budget to the board. This is not an action item during May as the budget is still a work in progress until the June 19th board meeting. At the June 19th board meeting, the 2018-2019 Proposed Budget will be presented to the board for review and approval

4. Report of the Director:

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

5. Foundation Update:

Library Foundation Vice-President Bruce Robison was in attendance and gave the update. The Library Foundation board met on April 23rd at the Library Center with a quorum of members present. Current financials were reviewed. The board is currently looking to recruit two additional board members for open seats on the board. Recently the Library Foundation orchestrated a short video in the hopes of winning a \$4,500 grant from the Community Foundation of the Ozarks. A planned giving brochure is in progress with the help of Tom Peebles. Melissa Adler has been reaching out to our 50 top past donors in an effort to cultivate and keep them interested in the library. The Library Foundation Board's planning retreat is coming up on Friday, May 18th.

6. Board Education:

Associate Director, Jim Schmidt, gave an overview of the library's current security measures.

7. New Business:

Risdal-Barnes appointed a Nominating Committee from board members willing to volunteer on the committee. Andrea McKinney will lead the committee. Ashley Norgard and Cindy Waites will serve on the committee. The election of officers will occur at the July board meeting. All positions will need to be filled.

8. Miscellaneous Items

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. Waites moved to adjourn the regular session and go into closed session citing Missouri Revised Statute 610.021 subsection 2. Risdal-Barnes seconded.

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

The regular session was adjourned at 4:50 p.m.

Board of Trustees

Business Office Manager