



**Springfield-Greene County Library Board of Trustees
May 28, 2019
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, May 28, 2019, at 4:00 p.m. at the Strafford Branch Library, 101 S. State Highway 125, Strafford, MO 65757. Members of the Board of Trustees were present or absent as follows:

1. Roll Call

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

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

2. Consent Agenda

Minutes – April 16, 2019 board retreat
Minutes – April 16, 2019 board meeting

Norgard requested that both sets of meeting minutes be removed from the consent agenda and added to the regular agenda for editing. The minutes were the only items on the consent agenda, so no portion of the consent agenda was adopted as presented.

3. Approval of Minutes

Minutes – April 16, 2019 board retreat: Norgard requested the minutes be corrected to reflect Matthew Simpson’s correct title of Chief Research and Planning Officer.

Minutes – April 16, 2019 board meeting: Norgard requested the minutes be revised under the Finance and Personnel Committee report sub point 3 to read “Cooper reported about progress being made” to avoid violating attorney client privilege.

Norgard moved to approve both sets of April 16, 2019 minutes as corrected; Waites seconded. Moore yea, Norgard yea, Waites yea, Ehase yea, McKinney yea. Motion carried.

4. Standing Committees:

Finance and Personnel Committee: Waites reported for the Finance-Personnel Committee that met Monday, May 20, 2019 at 8:00 a.m. at the Schweitzer Brentwood Branch Library.

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

Financial Highlights Report April 2019

Balance Sheet April 30, 2019

Monthly Budget Summary Month Ending April 30, 2019

Cash Flow Report April 2019

Waites reported that there is no new information to share concerning the AmTrust Workers' Compensation Insurance audit dispute.

Waites shared information about the 2019-2020 Preliminary Budget as presented to the Finance and Personnel Committee at their committee meeting on May 20. This is a work-in-progress and offers a starting place for board members' questions and comments. In June, when the final proposed budget is presented to the Board, it will be a zero based budget. The staff is still waiting for final revenue projections to come in from the county. In next year's preliminary budget spreadsheet staff have been asked by the Finance and Personnel Committee to include the following columnar information: the original approved budget from the current year, the revised approved budget from the current year, a year-to-date column giving the progress of expenses/revenues for the current year, the preliminary budget for the new year and a variance column showing comparison. (*Garvin entered here.*)

Due to the timing of the next regularly scheduled Finance and Personnel committee meeting being on the same day as the June Board Meeting, the board has suggested a special session of the Finance and Personnel Committee be scheduled in early June to discuss the impact of Missouri's minimum wage increase on the Library's personnel costs. It is estimated that implementation of minimum wage increases over the next two years alone will result in a \$510,000 increase in salary expenses.

Buildings and Grounds Committee: The committee report from the May 14, 2019 meeting will be given at the June 18, 2019 Board meeting.

Programs, Services, and Technology Committee: The committee report from the May 15, 2019 meeting will be given at the June 18, 2019 Board meeting.

5. Report of the Director:

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

6. Foundation Update:

Library Foundation Development Director, Melissa Adler reported via written report on behalf of the Library Foundation as follows:

The staff at the Schweitzer Brentwood Branch Library creatively used existing space to design an area for tweens. The Library Foundation distributed \$1,000 to purchase furnishings. They include a bookcase, a shag area rug, and four floor

rockers.

The Foundation's new website is live. Help-a-Librarian projects will be open until June 19. The Schweitzer Brentwood Branch Library project, a \$99 play parachute, is fully funded.

The Foundation will host a trivia night fundraiser called "Flights and Frights" on Friday, October 18 at Missouri Spirits, as part of the "Oh, the Horror!" series.

7. Old Business:

Policies in Force Review:

- Electronic Records Retention: Official Status of Electronic Copies
- Weather Closing Policy

The staff is not recommending changes to either of these policies at this time.

The board discussed the policies as presented and pointed out the approval dates at the bottom of both policies will need to be changed. Norgard made a motion to reaffirm the Electronic Records Retention: Official Status of Electronic Copies and the Weather Closing Policy as presented; Waites seconded. Moore yea, Garvin yea, Norgard yea, Waites yea, Ehase yea, McKinney yea. Motion carried.

Mission statement discussion:

This discussion is pending. An initial meeting of the staff committee is scheduled in June. This will be a series of meetings for the committee. Cooper will report on the staff committee's progress.

8. New Business:

The appointment of a Nominating Committee will be done by Board President Moore at a later date.

9. Miscellaneous Items:

Waites asked for clarification on the circulation statistics. A downward trend in circulation was observed. This trend has been observed across the country. This trend is not unique to our library.

10. Adjournment:

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

The regular session was adjourned at 5:05 p.m.

Board of Trustees

Business Office Manager