



**Springfield-Greene County Library Board of Trustees
May 19, 2020
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, May 19, 2020 at 4:00 p.m. virtually due to current Covid-19 gathering restrictions. Members of the Board of Trustees were present or absent as follows:

1. Roll Call

	<u>Present/Absent</u>
Ashley Norgard, Acting President, Vice President and Member:	Present
Donald (Don) Chenevert, Jr., Secretary and Member:	Present
Cindy Waites, Treasurer and Member:	Present
Clinton Beecham, Member:	Present
Michele Risdal-Barnes, Member:	Present
Marteze (Tez) Ward, Member:	Present
Emily Denniston, Member:	Present
Catherine E. Moore, Member:	Present

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

Norgard announced that Bill Garvin resigned from the Board on April 29th and thanked him for his service on the Board. Norgard explained the Board is meeting more than usual to make sure the best decisions are made. The Board's job is to set the budget and make policy. Norgard explained Executive Director Cooper is the Board's single employee, and the Board will try to guide her today.

2. Consent Agenda:

- Minutes – April 21st board meeting

3. Mission/Visioning Exercise

Norgard led the Trustees through a Mission/Visioning Exercise.

4. Standing Committees:

Buildings & Grounds Committee: Risdal-Barnes reported for the Buildings & Grounds Committee that met Tuesday, May 12, 2020 virtually. Highlights included:

- Switch from heating to cooling at the Midtown Branch on May 12th
- Annual maintenance on the HVAC units has been completed
- Plexiglass barriers have been installed at the drive-through windows
- Cleaning supplies have been delivered to all drive-through locations
- Bird control measures have been completed to protect gift shop inventory
- Park Central Lease extension has been signed
- Discussion on rent liabilities from coffee shops

Finance/Personnel Committee: Waites reported for the Finance/Personnel Committee that met virtually on April 28, May 12, and May 19, 2020. Highlights included:

- Review of April 2020 Financials
- Budget forecasting and projections
- Cooper was requested to ask Collection Services Manager Lisa Sampley and Electronic Resources Librarian Renee Brumett to prepare a report for the June Board Meeting on purchases recommended for the remainder of fiscal year 2019-2020.
- Cooper presented a preliminary Fiscal Year 21 Budget proposal to committee
- Cooper was asked to construct a plan B budget scenarios with flat, 5% and 10% reduction in revenue.

Waites presented 4 budget scenarios as discussed at Finance and Personnel Committee, which included flat, 4%, 5%, and 10% reduction in revenues.

Chenevert, Jr. moved that Cooper and staff use Budget Scenario B (4% reduction) for 20-21 Revenues in preparing a proposed budget for 20-21; Beecham seconded. Norgard yea, Chenevert, Jr. yea, Waites yea, Beecham yea, Risdal-Barnes yea, Ward yea, Denniston yea, Moore yea. Motion carried.

5. Report of the Director:

Cooper highlighted many items from the Executive Director's Report for May 2020. Please see *Executive Director's Report* for May 2020.

6. Library Foundation Update: Library Foundation Board President Laurie Edmondson presented:

- The Foundation paid the Library \$4,800 in grants in March.
- The Foundation board met on Monday, April 27 to discuss fundraising strategies and goals for fiscal year 21 in light of the pandemic.
- The Library Foundation board of directors met on Monday, May 18 at 4 p.m.
 - Melissa reported that she, along with Gay Wilson, submitted a grant application to EBSCO for solar panels at the Library Center. The grant is for \$100,000 and three winners will be announced June 26. We received expert assistance from Sunbelt Environmental Services (Solar Division), Dake Wells Architecture, and J&M Engineering. The panels would be installed on one of the metal roof coverings in the staff parking lot.
 - Melissa has created a new giving opportunity called "Lifeboat." When a library card holder goes into their account to pay their fines online, they will see something like this: The Library is a family and right now some of our family members are hurting from the Coronavirus (COVID-19) pandemic. A newly established fund called "Lifeboat" is for library card holders who have suffered financial hardship and need help with paying their fines. By adding \$5, \$10 or \$20 to your payment, you're helping families resume all library services. Thank you! This is in the planning stages with many details to be worked out. We hope to have it up and running by July, when regular fines resume.

7. Old Business

- Potential Bylaws change to allow virtual meetings or members to join meetings virtually

Norgard made a motion to table this discussion; Chenevert, Jr. seconded. Norgard yea, Chenevert, Jr. yea, Waites yea, Beecham yea, Risdal-Barnes yea, Ward yea, Denniston yea, Moore yea. Motion carried.

8. New Business

- Adoption of Conflict of Interest Statement

Risdal-Barnes moved to adopt the Conflict of Interest Statement as presented. Chenevert, Jr. seconded. Norgard yea, Chenevert, Jr. yea, Waites yea, Beecham yea, Risdal-Barnes yea, Ward yea, Denniston yea, Moore yea. Motion carried.

- Appointment of Nominating Committee

Norgard asked for volunteers willing to serve on a nominating committee to nominate the 2020-2021 Slate of Officers as well as Standing Committee Slates. Ward, Risdal-Barnes, Denniston and Beecham volunteered. Norgard asked Risdal-Barnes to lead the nominating committee. Risdal-Barnes agreed.

9. Miscellaneous Items

NONE

10. Adjournment

There being no further business, Norgard called for a motion to adjourn. Risdal-Barnes moved to adjourn; Beecham seconded. Norgard yea, Chenevert, Jr. yea, Waites yea, Beecham yea, Risdal-Barnes yea, Ward yea, Denniston yea, Moore yea. Motion carried.

The regular session was adjourned at 6:05p.m.

Board of Trustees

Business Office Manager