



**Springfield-Greene County Library Board of Trustees  
May 18, 2021  
Meeting Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, May 18, 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
Cindy Waites, Treasurer and Member:	Present
Emily Denniston, Secretary and Member:	Present
Clinton Beecham, Member:	Present (as of 4:10)
Marteze (Tez) Ward, Member:	Absent
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.

Consent Agenda

- Minutes – April 20, 2021 board meeting

The consent agenda was approved.

Standing Committees:

Buildings and Grounds Committee:

Mr. Chenevert reported for the Buildings & Grounds Committee that met May 11, 2021.

*Highlights included:*

Schweitzer Brentwood

The compressor went out but has been replaced.

The property owner next to the building has made additional requests and the Library attorney will be responding.

#### The Library Center

The missing fire hydrant has been rediscovered along with the access pipe and has been repaired.

#### Ash Grove

Roof repairs have been made by the landlord and should be completed by end of week.

#### District info

Regarding food service for various locations, Mr. Schmidt is coordinating the release of the RFP with the community reopening from COVID restrictions with the hope that tenants could soon operate.

#### Finance and Personnel Committee:

Ms. Waites reported for the Finance and Personnel Committee that met Tuesday, May 18.

Specific documents covered included:

- Financial Highlights Report
  - Balance Sheet
  - Monthly Budget Summary
  - Cash Flow Report
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- The committee discussed the HR manual with Elizabeth Wente. Initially, the committee had worked on policies internally and recently supported the move to have the attorney of record work on the manual with staff.
  - The committee received a redlined draft in March and had discussions at the April and May meetings. The manual is almost done and there is target to bring it to the June board meeting for approval. The policies would go into effect in the new fiscal year. The document is nearly ready and will be accompanied by a summary of substantive changes from the current policies.
  - The committee discussed April finances in the context of the budget. Staff prepared a detailed preliminary budget summary. Ms. Waites commended the incredible work done by the staff to have the forecasted actual budget numbers along with the variety of budget scenarios. She noted that the Library will end the year in a strong position because of the tremendous effort made by the staff.
  - The committee had asked Ms. Cooper and her team to evaluate how the year might end and what the scenario would be with: 1) a budget reduction, 2) a flat budget and 3) a projection for growth. Staff worked to provide these three scenarios in great detail for the committee's consideration.

- This will be presented for the board's approval next month, but at the morning's meeting the committee indicated that they would be comfortable moving forward with the "best case scenario" budget, which is a 2.9% increase over the current year's actuals. The budget will grow the staffing base over the current level and over what was approved for the current year and would accommodate longer Sunday hours at three locations.
- The committee also discussed the capital reserve budget and goals for growth.
- Ms. Norgard thanked the staff for their work to pull the budget information together as well as the new board members for their engagement in the process.

#### Programs, Services & Technology Committee:

Ms. Cooper provided a recap from the May committee meeting. Katie Hopkins provided an overview of the calming kits and the grant from the Community Foundation of the Ozarks. She will do a board education presentation on the matter at the June meeting.

#### Report of the Director

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

She also added that since the repeal of the City's masking mandate, the business continuity team met and as of May 27, the Library will no longer require masking.

Ms. Cooper indicated that the organization does not have the staff in place to be able to return to full hours of operation and asked if the board wanted to lift the hiring freeze to begin accommodating that or wait until the new budget is approved and then begin to accommodate.

Trustees noted that the cap has been increased but staffing numbers and salary are still well below the current cap and did not see any current barriers to hiring, so the board felt that there was room to hire more staff under the current reduced cap and then approve the budget in June.

#### Library Foundation update:

The Library Foundation distributed \$10,390.90 to The Library in April, which includes Give Ozarks Day money paid to The Library for operations, and a grant distribution to purchase shelves to support archive projects.

Dining passports are for sale at all branches for \$40 and contain 10 restaurant offers. "Taste the World Without Leaving Greene County" is a fundraiser for the foundation and supports local restaurants.

The Foundation is planning fundraising goals for next fiscal year. This includes implementing a new giving opportunity, digital bookplates.

The Foundation will resume special events including Flights & Frights Trivia Night in October, and as individuals return to their offices, staff will continue meeting with financial advisors about planned gifts to The Library.

### Old Business

#### *Strategic Plan*

Ms. Cooper presented an update on the strategic plan.

A motion was made (Mr. Chenevert) and seconded (Ms. Penney) to approve the strategic plan as presented by the executive director. Motion carried.

Ms. Norgard noted that Matt Simpson was encouraged by the enthusiasm and passion of the staff to develop a plan for the Library. She thanked the board and staff for their work on the plan and encouraged staff to take ownership of the plan and lead the district into the future.

Ms. Waites reminded that if there are items in the plan that need to be addressed in the budget to please bring those to the attention of the board so that the vision can be supported financially.

#### *Virtual Meeting Attendance*

Historically the Board of Trustees has met in person, but at the beginning of the pandemic was conducting hybrid and virtual meetings, which the bylaws did not have language to support.

Ms. Norgard recommended that the board continue to have meetings in person with trustees required to be present but allow staff and the public the option to attend virtually.

The trustees discussed the merits of virtual vs. in person attendance for members. There was a general consensus that the board should attend in person and the public and staff can have the virtual option.

A motion was made (Mr. Chenevert) and seconded (Ms. Morrow) that the Library District board meetings continue to be broadcast virtually. Motion carried.

The board also determined that if a trustee cannot attend the meeting in person to let staff and the board chair know in advance by Thursday before the Tuesday meeting. The executive director and the board chair can make the determination if the status of the meeting would need to be changed to hybrid.

The board determined that the bylaws do not need to be amended related to this matter, but that it is incumbent on the board member to reach out in advance so that the posted meeting location remains accurate.

New Business

Mr. Chenevert presented the nominating committee report recommendation for officers and committee roles. A motion was made (Mr. Chenevert) and seconded (Ms. Norgard) to accept the recommendation of the nominating committee.

Ms. Cooper said that the bylaws dictate that that officers are appointed at the July meeting. The board noted that this was problematic given that officers need to be in place before the July meeting.

The board requested that the bylaw change be on the agenda for the June meeting.

Mr. Chenevert made a motion to table his previous motion and a second was provided by Ms. Norgard. The motion to table carried.

Miscellaneous Items

Mr. Chenevert asked about the ability of holding board meetings at other district branches in the coming year when space and staff are available.

A motion was made (Ms. Norgard) and seconded (Ms. Waites) to go into closed session and approve by a roll call vote.

Ashley Norgard, President and Member:	Yes
Donald (Don) Chenevert, Jr., Vice President and Member:	Yes
Cindy Waites, Treasurer and Member:	Yes
Emily Denniston, Secretary and Member:	Yes
Clinton Beecham, Member:	Yes
Rachael Morrow, Member:	Yes
Stacey Penney, Member:	Yes

The regular session adjourned at 5:48 p.m.



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Board of Trustees

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Planning & Development Librarian