



**Springfield-Greene County Library Board of Trustees
November 21, 2017
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, November 21, 2017, at 4:00 p.m. at the Library Station, 2535 N Kansas Expressway, Springfield, 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:	Present
c. Ashley Norgard, Secretary and Member:	Present
d. Derek Fraley, Treasurer and Member:	Present
e. Cindy Waites, Member:	Present
f. Catherine Moore, Member:	Present
g. Matthew Simpson, Member	Present
h. Andrea McKinney, Member	Present
i. 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 October 17, 2017 meeting were reviewed.

Moore moved to approve the minutes as presented for the regular session board meeting of October 17, 2017; Simpson seconded. Risdal-Barnes yea, Norgard yea, Fraley yea, Waites yea, Ehase yea, Garvin yea, McKinney yea, Moore yea, Simpson yea. Motion carried.

3. Standing Committees:

Finance and Personnel Committee: Fraley reported for the Finance-Personnel Committee that met Monday, November 20, 2017 at 12:00 p.m.

Fraley reported highlights from the October 2017 financials as presented. Specific documents covered included:

- Monthly Budget Summary Month Ending October 31, 2017
- Discretionary Budgets Expenditures October 2017
- Balance Sheet October 2017
- Cash Flow Report October 2017

Fraley also gave a brief overview of the information Human Resources Director, Lori Ruzicka shared with the committee about employee benefits renewal for 2018. Open enrollment for employees begins next week.

Buildings and Grounds Committee: Garvin reported for the Buildings and Grounds committee that met Tuesday, November 14, 2017 at 8:00 a.m.

Garvin reported highlights including:

- The schedule for replacement of HVAC units. The district anticipated spending \$60,000 to replace two units this year, but newer units are smaller and less expensive. In reality, we were able to get the three new units for a total of \$47,000.
- The outdoor benches at the Schweitzer Brentwood Branch have arrived and have been installed.
- The gas meter at the Library Center was recently replaced by City Utilities.
- The Friends of the Library approached the district about possibly expanding their space. They currently have 3,500 square feet of space which is used primarily for sorting. Estimates for adding 2,000 square feet to the building came in at \$135 per square foot or \$270,000. Now the Friends of the Library are considering just reconfiguring the space instead.
- Possible venues for an Envisionware 24-7 Library kiosk are still being investigated.

Programs, Services and Technology Committee: Moore reported for the Programs, Services and Technology committee that met Wednesday, November 15, 2017 at 8:30 a.m.

Moore reported highlights including:

- The committee enjoyed a presentation by Republic Branch Manager Erin Gray, Electronic Resources Librarian Renee Brumett and administrators from Republic Schools.
- Several years ago the library began a pilot project with Republic Schools to offer their students access to library research databases through their school issued ID card.
- During the pilot program, the library has seen exponential increases in usage for some of the available databases.
- Students even created video tutorial for the student body to explain how it works.
- Students in the 4th, 5th and 8th grades are the most frequent users.

4. Report of the Director:

Cooper highlighted many items from the Executive Director's Report for November 2017. Please see *Executive Director's Report* for November 2017.

5. Foundation Update:

The task force is still working toward a memorandum of understanding for the future. Another distribution from the Laton Trust was received during November bringing the current total in the new Laton Endowment Fund up to \$476,834.13.

6. Old Business:

none

7. New Business:

Rob Rebmann with Roberts, McKenzie, Mangan & Cummings distributed copies of the Library District's Fiscal Year 2017 Financial Audit Report. This was a standard governmental audit of the Library's finances. The purpose of the audit is to examine the library's records to verify that the Library District is following all applicable laws and regulations as well as maintaining appropriate internal controls. The Library Foundation and Between Friends Gift Shops were also audited by the firm concurrently though those entities are not included in this report. The Library District had a very successful audit and was issued an unmodified opinion with no significant weaknesses in internal controls. The Library District remains in very strong financial position. Rebmann expressed his gratitude to the library employees who worked behind the scenes to compile the records for the audit and work with the auditors on site.

8. Miscellaneous Items

Adjournment to Closed Session: There being no further business, Risdal-Barnes moved to adjourn the regular session and go into closed session citing Missouri Revised Statute section 610.021(1); McKinney seconded.

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

The regular session was adjourned at 4:40 p.m.

Board of Trustees

Business Office Manager