



**Springfield-Greene County Library Board of Trustees
November 27, 2018
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, November 27, 2018, 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. Catherine (Katie) Moore, President and Member:	Present
b. William (Bill) Garvin, Vice President and Member:	Present
c. Michele Risdal-Barnes, Secretary and Member:	Present
d. Cindy Waites, Treasurer and Member:	Present
e. Steven Ehase, Member:	Absent
f. Ashley Norgard, Member:	Absent
g. Andrea McKinney, Member	Present
h. Emily Denniston, Member:	Present
i. Donald (Don) Chenevert, Jr.	Present

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

2. Consent Agenda

- a. Minutes - October 16, 2018 board meeting

Corrections to the October 16, 2018 included changing the word “proceed” to “precede” under item 5 bullet point 3 and changing Waites to Risdal-Barnes under item 6.

- b. Policies in Force Review: Confidentiality Policy, Health/Safety Policy

Waites moved to approve the October 16, 2018 minutes as corrected and to approve the Confidentiality and Health/Safety policies as presented; Garvin seconded. McKinney yea, Risdal-Barnes yea, Chenevert, Jr. yea, Waites yea, Moore yea, Dennison yea, Garvin yea.

3. Standing Committees:

Finance and Personnel Committee: Waites reported for the Finance-Personnel Committee that met Tuesday, November 27, 2018 at 8:00 a.m. at the Schweitzer Brentwood Branch Library.

Waites reminded everyone that today is “Giving Tuesday” and praised Melissa Adler for orchestrating a great giving campaign complete with an automatic email response that opens with “You’re amazing!”

Waites reported highlights from the October 2018 financials as presented. Specific documents covered included:

- Financial Highlights Report October 2018
- Balance Sheet October 2018
- Monthly Budget Summary Month Ending October 31, 2018
- Cash Flow Report October 2018

Waites explained the workers compensation audit issue. AmTrust performed a worker's compensation audit for the year ending June 30, 2018 during July of 2018. In response to the audit, there was full transparency on the part of the library staff. AmTrust is attempting to count all of the independent contractors we did business with last year as employees when they are clearly independent contractors. Many of these independent contractors even supplied the district with proof of coverage under their own plans. The Finance and Personnel Committee made a motion at their November 27, 2018 meeting instructing Cooper to continue discussions with AmTrust concerning the disputed bill at this time rather than paying it outright.

Waites reported details from the healthcare benefits renewal as follows:

- The library district has been self-insured for about 10 years
- We have generally been able to keep costs at a manageable level
- Library staff are currently working on recommendations to keep costs down.
- With those recommendations, costs are estimated to be up 16% or about \$94,000.
- Dental will see a 9% increase or about \$4,000.
- The Finance and Personnel Committee made a motion at their November 27, 2018 meeting instructing Cooper to continue with our current self-funded insurance plan as presented.

McKinney seconded the motion coming out of committee. McKinney yea, Risdal-Barnes yea, Chenevert, Jr. yea, Waites yea, Moore yea, Dennison yea, Garvin yea.

Buildings and Grounds Committee: Risdal-Barnes reported for the Buildings and Grounds Committee that met Tuesday, November 13, 2018 at 8:00 a.m.

Risdal-Barnes reported highlights including:

- The committee heard a solar panel presentation suggesting the placement of panels on the Republic Branch building. After discussion, the committee members felt it was an expensive proposition and not appropriate on a rental building.
- The committee discussed recent updates on the site preparation and construction activities underway for Library Express West.
- Elevator modernization will proceed after a contract is signed with Kone on December 17th.

Programs, Services and Technology Committee: McKinney reported for the Programs, Services and Technology Committee that met Wednesday, November 14, 2018 at 8:30 a.m. McKinney reported that the committee heard a presentation by Schweitzer Brentwood Branch Library branch manager Jeana Gockley and Library Station circulation department manager Joey Borovicka on the automated materials handling (AMH) system in use at the Schweitzer Brentwood Branch. Please see *Automated Materials Handling Presentation* document. The committee members were able to see a demonstration of the AMH in action. The staff reported that the AMH has improved the process of materials handling behind the

scenes. The committee agreed that it was beneficial to hear this additional information as the AMH was an expensive investment.

4. Report of the Director:

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

5. Foundation Update:

Library Foundation development director, Melissa Adler reported on behalf of the Library Foundation.

Adler thanked Waites for her earlier kind words about the giving campaign and reported updates including:

- The Library Foundation has raised a total of \$1,600 on this "Giving Tuesday."
- Adler recognized the true value of the campaign is the fact that virtually every donor is a new donor this year!
- Adler explained the newly launched "Bookplates for the Holidays" campaign. Donors can fund a book to be added to the library's collection for a donation of \$25 as an alternative to other gift-giving this holiday season. This may be a campaign to repeat in the future if it proves successful.

6. Old Business:

Board members asked for an update on the Student Access Cards Pilot Project currently underway with Republic Schools. Republic Library branch manager Erin Gray reported that discussions have begun with the Fair Grove school district to determine if this would be a program of interest to them. In addition, Springfield Public Schools staff have been in contact with Gray to ask questions.

7. New Business:

- Corporate Image Inquiries – This topic is being postponed until a future meeting date to be determined.
- Policies in Force Review:
 - Image Reproduction Policy – Library staff are suggesting the wording of item number 5 be revised to the following: ~~5. Reproduction of a complete work (e.g. book) is a copyright infringement and not permitted.~~ 5. Complete reproduction of a copyrighted work (e.g. book) is a copyright infringement and not permitted.

Cooper explained that in the past we haven't charged for the use of any of the images from our image collection. We do request that proper citation be used for all images given. We don't typically print images out for patrons. If the patron requests a digital copy, we request as citation be added to their display in a reasonable manner. The goal is to leave the policy malleable to a variety of situations. Attribution should be given in a clearly identifiable manner. Board members suggested the wording of item number 6 be revised to the following: ~~Citation should follow this format: Image Courtesy of the Springfield-Greene County Library District.~~ 6. For images that are the property of the Springfield-Greene County Library District, the recipient of the image should follow this citation attribution format: *Image courtesy of the Springfield-Greene County Library District.*

The Board will study this policy over the next month, and the policy is scheduled to appear on the Consent Agenda at the December 18th Board meeting.

8. Miscellaneous Items –

Moore polled the board members to determine availability for the December 18th board meeting date. It was determined there were too many schedule conflicts to insure a quorum of the Board at 4:00 p.m. on December 18th. The Board meeting has been rescheduled for December 18th at 8:30 a.m. at the Schweitzer Brentwood Branch Library.

9. Adjournment to Closed Session citing Missouri Revised Statutes 610.021(13)

There being no further business, Moore called for a motion to adjourn the regular session and go into closed session citing Missouri Revised Statutes 610.021(13). Waites moved to adjourn the regular session and go into closed session citing Missouri Revised Statutes 610.021(13). McKinney seconded.

Roll call vote on adjourning to closed session: McKinney yea, Risdal-Barnes yea, Chenevert, Jr. yea, Waites yea, Moore yea, Dennison yea, Garvin yea.

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

Board of Trustees

Business Office Manager