



**Springfield-Greene County Library Board of Trustees
November 17, 2020
Meeting Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, November 17, 2020, 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 |
| Marteze (Tez) Ward, Treasurer and Member: | Present |
| Emily Denniston, Secretary and Member: | Present |
| Clinton Beecham, Member: | Present |
| Cindy Waites, Member: | Present |
| Rachael Morrow, Member: | Present |
| Stacey Penney, Member : | Present |
| Michelle Nahon Moulder, Member: | Present |

The President of the Board of Trustees called the meeting to order at 4:01 p.m. Ms. Norgard encouraged board members to attend the monthly meetings in person if and when possible.

Consent Agenda

- Minutes - October 20, 2020 board meeting

A motion was made (Mr. Chenevert) and seconded (Ms. Waites) to accept the consent agenda. Motion carried.

Standing Committees:

Buildings and Grounds Committee:

Mr. Beechum reported for the November 2020 Buildings & Grounds Committee.

Highlights included:

The Library Center

Front door glass has been replaced; the door has been serviced and is working well.

Batteries have been replaced in the power chair and scooter. Sensors have been added to the Meraki cameras at the south doors.

Holes in the children's department mural have been patched in anticipation of refurbishment by Touche.

Library Express West

The Library Express has been repaired.

Midtown Carnegie

The outage of the ADA elevator was caused when James River Mechanical mistakenly threw a breaker while switching from A/C to boiler mode. It is now working properly.

Programs, Services and Technology Committee

Ms. Nahon Moulder reported from the November 4 Programs, Services and Technology Committee.

The Committee received an update on the new maker space located at the Midtown Carnegie Branch. The maker space includes a 3D printer, video capture, file transfer tools and a laser engraver. Patrons may schedule times to attend and more information is available on the website.

Finance and Personnel Committee:

Ms. Waites reported for the Finance and Personnel Committee that met Tuesday, October 20, 2020 virtually.

Specific documents covered included:

- Financial Highlights Report
 - Balance Sheet
 - Monthly Budget Summary
 - Cash Flow Report
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- The committee discussed the approved CARES Act money the Library is waiting to receive.
 - There is an issue with the County about the distribution of tax bills, but the County informed staff that if payments are late, the County Collectors office will work with the Library on an advance if needed.

- Cash flow is currently strong through January 15.
- The compensation freeze has been lifted and retroactively applied. The budget was built on 235 FTE, and the Library is currently at 212 FTE. The board expressed concern that we are at our budgeted number with reduced staff. Staff said that we were at budget because of the retroactive payments and the three pay periods in October.
- Staff has expressed a desire to see the hiring freeze lifted. The committee requested more information from staff including the hiring proposal and the budget impact.
- The committee received a report on healthcare benefits. The budget was built on a 10 percent increase, but the proposal is coming in at a 5 percent increase.
- Everyone on the administrative team and the board should have received a survey in conjunction with the review of the executive director. Ms. Waites encouraged 100 percent participation on the survey.
- Ms. Cooper will also complete a self-assessment and work with the committee on the review.
- Elizabeth Wente has provided initial edits to the personnel manual. The committee received that today and will begin that review. It will be discussed by the Finance & Personnel Committee and likely brought to the board in the spring.

Report of the Director

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

Library Foundation update:

Laurie Edmondson provided an update from the Library Foundation:

1. The Library Foundation applied for a Diversity, Equity and Inclusion grant through the Community Foundation of the Ozarks. The Library wants to provide a mobile empathy lab to businesses, community leaders and the public to foster empathy towards marginalized groups through programs that include a virtual reality component.

The Library wants to purchase eight virtual reality headsets that will lead users through short alternative realities where they experience a first-person perspective designed to elicit empathy. A television screencast will allow all participants, whether they put the headsets on or not, to see what their colleagues are seeing while they experience it.

The Library will partner with organizations that have expertise in diversity and inclusion training to design scheduled public programs that pair virtual reality empathy experiences with a facilitated conversation led by an organization

representative. Participants will also receive a take-home resource packet outlining ways to get actively involved at a local level for the topic being discussed. These programs will take place at different library branches and a trained library staff person will always be present to facilitate the virtual reality piece of the program. Topics can include race, LGBTQ+, homelessness and disability.

2. The Holiday Bookplate promotion is live. Individuals are encouraged to give a bookplate as a holiday gift. For \$25, a new book is purchased for the collection and includes a personalized bookplate. This year, Square can be utilized to make the donation.

Ms. Norgard asked about plans for an end of year giving campaign, and the Foundation is working on that plan including a letter that will go out in the next few days.

Old Business

Data Sharing Agreement with SPS

The Library is awaiting on a response from the SPS legal team.

The regular session adjourned at 4:45 p.m.



Board of Trustees

Planning & Development Librarian