



**Springfield-Greene County Library Board of Trustees  
October 22, 2019  
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, October 22, 2019, at 4:00 p.m. at the Strafford Branch Library, 101 S. State Highway 125, Strafford, MO 65757. Members of the Board of Trustees were present or absent as follows:

1. Roll Call

	<u>Present/Absent</u>
William (Bill) Garvin, President and Member:	Present
Ashley Norgard, Vice President and Member:	Absent
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 from item 3

The President of the Board of Trustees called the meeting to order. Garvin formally thanked the library staff who provide vital human services to our community on a daily basis.

Cooper introduced the newly hired Katy Pattison as the Schweitzer Brentwood Branch Manager. Formal introductions of each of the staff members present at today's meeting were requested by the trustees.

2. Consent Agenda

- a. Revised Minutes – August 20, 2019 board meeting
- b. Minutes – September 17, 2019 board meeting
- c. Weapons Policy
- d. Youth Safety Policy

Risdal-Barnes moved to approve the consent agenda as presented; Chenevert, Jr. seconded. Garvin yea, Chenevert, Jr. yea, Waites yea, Beecham yea, Risdal-Barnes yea, Ward yea, Denniston yea. Motion carried.

3. Standing Committees:

Finance/Personnel Committee: Waites reported for the Finance-Personnel Committee that met Tuesday, October 22, 2019 at the Schweitzer Brentwood Branch. Waites provided the following highlights:

- The September 2019 financials were reviewed by committee. Waites reported on highlights from the September 2019 financials as presented. Specific documents covered included:
  - Financial Highlights Report September 2019
  - Balance Sheet September 30, 2019
  - Monthly Budget Summary Month Ending September 30, 2019
  - Cash Flow Report September 2019
- The Finance/Personnel Committee has begun a review all existing personnel policies. In the current Personnel Policy Manual, policy is intertwined with procedure. The Board is charged with reviewing and approving policy not procedure, and extracting the policy for review is a slow process.
- One of the Board's responsibilities is to evaluate the Executive Director annually. The Finance and Personnel committee coordinates this evaluation. A 360-degree evaluation is completed by combining input from the administrative staff, the trustees, and from a self-evaluation by Cooper. This process will continue through the months of November and December.

Buildings & Grounds Committee: Risdal-Barnes reported for the Buildings & Grounds Committee that met Tuesday, October 15, 2019 at the Schweitzer Brentwood Branch. Risdal-Barnes provided the following highlights:

- At the Midtown Carnegie branch, the elevator refurbishment is ready for the final step of passing a state elevator safety inspection. The inspection is scheduled for Monday.
- At the Library Center the custom carpet installation began today. This is the final stage of the carpet project.
- The district is looking at a new cleaning company, Brokate Janitorial, and will be contracting their services on a trial basis at the Library Center only beginning November 1<sup>st</sup>.
- The district has entered into discussions with the Mudhouse about the feasibility of replacing or repairing the current flooring in the coffee shop at the Library Center. (Moore entered the meeting)
- Recently the Outreach minivan was in an accident. The district has filed a claim on our insurance and has paid the required deductible amount.
- The floor mat at the Schweitzer Brentwood Branch's main entrance is being switched out for a more permanent solution.
- Van #9 has been sold for \$2,283.

4. Report of the Director:

Cooper highlighted many items from the Executive Director's Report for October 2019. Please see *Executive Director's Report* for October 2019.

5. Library Foundation Update:

Library Development Director Melissa Adler reported on behalf of the Library Foundation as follows:

- The Foundation distributed \$12,400 to the library in September:
  - \$10,000 for collections
  - \$2,000 for author Cori Doerrfeld's visit on November 9.
  - \$400 to continue building the presidential biography collection. The same anonymous donor has now donated a total of \$1,000 for this purpose.

- Flights and Frights Trivia Night was a success! Seven incredibly fun teams competed for first place, second place and dead last. We want to thank Clinton for sponsoring the event and bringing a team. They proudly finished dead last. Ashley and Don were on a team that was neck and neck with the library team until the final round when library staff came out on top. Don was completely incognito as Thing One (or Thing Two, Melissa can't remember). The event grossed \$2,929.
- The Heirloom Seed Library will once again be sponsored by Farmers Gastropub at \$1,000. Members of the Central High School Botanical Society raised money for the seed library at their annual yard sale on October 12. They anticipate donating at least \$200.
- The Foundation just learned that it is one of the Stanley and Elaine Ball Charitable Foundation 2019 Grants. The grant application is for a Play and Learn Center at Library Station. We will receive additional information regarding our award. Melissa would like to thank Nancee Dahms-Stinson and Stephanie Smallwood for their hard work on this project, and Jim Schmidt, Kim Flores and Phyllis Davis for helping with the grant committee site visit.

## 6. Old Business

### a. Policies in Force Review

#### i. Circulation Policy – revisions to the current wording were discussed.

1. Under the Checking Out section, the words “replacement fees” were added to *Loan periods, fines, and renewals may vary for items borrowed from libraries outside this library district* to read *Loan periods, fines, replacement fees and renewals may vary for items borrowed from libraries outside this library district*.
2. Under the Fines and Fees section, the sentence *Fines and replacement fees may vary for items borrowed from libraries outside this library district* was added so the information pertaining to fines and replacement fees for items borrowed from libraries outside this library district appears in both sections.

This proposed revised Circulation policy will be presented on the Consent Agenda at the November 19<sup>th</sup> Board Meeting.

## 7. New Business

None

## 8. Miscellaneous Items

Trustee Ward has recently resigned from Morgan Stanley and started his own firm called Simfoni Capital.

The trustees were reminded of the upcoming annual meeting of LAGERS to take place in Springfield on October 24-October 25.

9. Adjournment

There being no further business, Garvin called for a motion to adjourn. Risdal-Barnes moved to adjourn; Ward seconded. Garvin 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 4:46 p.m.

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Board of Trustees

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Business Office Manager

**Springfield-Greene County Library Board of Trustees**  
**October 22, 2019**  
**Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in special session for a “Fall Retreat” on Tuesday, October 22, 2019, at noon at 9124 East Walnut Hollow Lane, Strafford, Missouri.

Following lunch, the President of the Board of Trustees called the meeting to order at 12:45 p.m.

Members of the Board of Trustees were present or absent as follows:

1. Roll Call

William (Bill) Garvin, President and Member: Present  
Ashley Norgard, 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

2. A Review of Spring Retreat Our Strategic Planning Session (Garvin)

Garvin welcomed everyone to the Fall Retreat and thanked Moore for hosting the meeting. Garvin then outlined the goals of the Fall Retreat and referred the Trustees to materials he shared with the group on October 16, 2019 including the SWOT developed in April 2019 by the Library’s administrative staff, the SWOT developed by the Board in April 2019, the Board’s Self-Assessment Questionnaire and a summary of comments gathered from the Community Listening Sessions at Ash Grove, Fair Grove, Strafford, The Library Center, Park Central, Republic, Willard, Library Station, Midtown and from the Friends of the Library.

3. A Summary of the Process and Progress So Far (Cooper)

Cooper highlighted actions taken to date by the Library administrative staff to solicit input from across the District to provide direction for the District’s Strategic Plan and outlined plans for further listening sessions to continue to gather input from Library patrons.

4. Board Development - The Board and the Boss: A Crucial Relationship (Moore)

Garvin introduced Dr. John E. Moore, Jr. to the Trustees noting that Dr. Moore has 38 years of experience working for various boards and over 40 years of serving on various boards.

Dr. Moore shared with the Trustees his experience through the decades serving on and leading public, private, for profit and non-profit boards. He noted the challenges and achievements he faced on the various boards and highlighted the need for members of a board to work together as a team, to challenge and hold management accountable and to provide strategic leadership for the organizations they serve.

5. Review and Discussion of Board Self-Evaluation (Garvin)

After referencing the previously distributed Self-Assessment Questionnaire, Garvin led a discussion of the results of the Self-Assessment and invited input from the two newest Trustees, Beecham and Ward.

6. Adjournment

There being no further business, Garvin called for a motion to adjourn.

Denniston moved to adjourn; Beecham seconded. Garvin yea, Norgard yea, Chenevert, Jr. yea, Waites yea, Beecham yea, Risdal-Barnes yea, Ward yea, Denniston yea, Moore yea. Motion carried.

The special session adjourned at 3:40 p.m.

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Board of Trustees

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Board of Trustees 2019-2020 Secretary\*

\*these minutes were written and submitted by Don Chenevert, Jr.