



**Springfield-Greene County Library Board of Trustees
October 20, 2020
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, October 20, 2020, at 4:00 p.m. at the Library Center, 4653 S. Campbell, Springfield, MO 65810. Members of the Board of Trustees were present or absent as follows:

1. 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:	Absent
Clinton Beecham, Member:	Present
Rachael Morrow, Member:	Present
Michelle Nahon Moulder, Member:	Present
Stacey Penney, Member:	Present
Cindy Waites, Member:	Present

The President of the Board of Trustees called the meeting to order at 4:02 p.m.

2. Consent Agenda

- Investment Policy

Chenevert, Jr. moved to amend the Investment Policy but strike the words “or other investment services” in the third paragraph and adopt as amended; Nahon Moulder seconded. Norgard yea, Chenevert, Jr. yea, Beecham yea, Morrow yea, Nahon Moulder yea, Penney yea, Waites yea. Motion carried. The Investment Policy has been adopted as amended.

- Minutes – September 15, 2020 board meeting
- Fraud Policy

Chenevert, Jr. moved to adopt the two items on the consent agenda; Penney seconded. Norgard ya, Chenevert, Jr. yea, Beecham yea, Morrow yea, Nahon Moulder yea, Penney yea, Waites yea. Motion carried.

3. Standing Committees:

Buildings & Grounds Committee: Beecham reported for the Buildings & Grounds Committee that met Tuesday, October 13, 2020. Highlights included:

- Presentation about opportunity zones and development possibilities that have taken place with libraries in Kansas.
- The Library Station
 - New bicycle rack that was built inhouse by the Buildings & Grounds Department staff.
 - Buildings & Grounds Department are also currently in the process of refinishing the animal chairs in the Children's Department.
- Schweitzer Brentwood Branch
 - Reviewed the response from the Library's attorney regarding the neighbor's noise complaint.
 - Buildings & Grounds has redone the bioswale area to better collect the water runoff.
- Midtown Carnegie Branch Library's tuck pointing and sealing has been finished.
- There have been incidents of glass door vandalism at the Library Center and Midtown Carnegie Branches. The door has been repaired at Midtown Carnegie Branch and the Library is waiting for the glass replacement at the Library Center.
- The Library is still waiting for the glass replacement at the Strafford Branch that is expected to arrive on October 26.
- MoDOT identified two locations on Campbell to place library signage. Schmidt shared that the city of Springfield has agreed to place a library sign on El Camino. The Library will have two signs on Campbell from MoDOT and one sign on El Camino and will be coordinated by Pinnacle Signs and should be installed at the same time.
- A discussion on strategic planning where three goals were identified:
 - Enhancing user experience
 - Improve communication/marketing
 - Quality of place

Finance and Personnel Committee:

Finance Report:

Cooper gave a summary of the Library's current financial position. Overall, we are in a better than expected financial position and things are looking stable. We have 25% of our year expired. The good news is that delinquent taxes are up 47.1% over what we estimated. Our revenue, other than taxes, are up 9%. The Library's total tax revenue is up 23.9% which is close to the time of year. Our total tax revenue is within \$3,000 of the prior year to date, which is promising. Just to let you know that the Library has received three CARES grants at the federal level that total \$166,744. The out of county fees are at 28% of our budget estimate, just \$38 shy of what we had received year to date. Only \$24,000 of the Library's collection budget has been spent due to the proforma invoices of \$209,079 dollars that the Collection Services Department spent at the end of last year.

Our interest payment on our bond was down because we had \$10,000 on cash that offset what we would have needed to pay and the Library only had to pay \$2,152.90. Salaries are at 21.7% because the raises did not hit the paychecks by the 30th. The raises were first reported in the October 16th paychecks that were just last Friday. The six month spending plan that the staff had worked out is going very well. We are carefully following that and at this point we have \$208,212 more in revenue than we had estimated at this time. We have \$703,598 that we have spent less than what we had estimated for the six months. Our cash at this time is a healthy \$4,189,521.

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

Specific documents covered included:

- Financial Highlights Report
- Monthly Budget Summary
- Balance Sheet
- Cash Flow Report

Waites reported that our previous payroll had run \$248,000 for the pay cycle. Waites shared that we spent time talking about the cash flow report. Melissa Davis had gone through a detailed report with us at the beginning of the fiscal year. At this time we are just under \$4.2 million. We started out at \$6.9 million at the beginning of the fiscal year and we are anticipating that we would need \$6.7 million to get us through December until the first of the property tax will be received. This gave us a \$293,000 cushion. We spent time talking about the reserve account which is \$355,486.63 which was not started until Regina arrived 11 years ago. One of the things we talked about in our strategic planning is that we may want to take more of an intentional perspective planning around the reserve account and really growing this and separating out capital.

We met with the Library's new legal counsel, Elizabeth Wentz. We gave her the green light to go forward with reviewing our personnel policy manual. This will take approximately a month for her to review.

4. Report of the Director

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

5. Library Foundation update:

Library Foundation President Laurie Edmondson presented:

- In the month of September, the Library Foundation granted \$33,290 to the Library. Distributions support the collection, the Death and Dying Series, virtual and takeout programs, and early literacy.
- Also in September, Old Missouri Bank donated \$1,000 to the Jim Gorst memorial campaign designated for a new stage system at Library Center. The campaign has concluded.

- A second Help-a-Librarian project, a color-changing table for Schweitzer Brentwood Branch Library, is fully funded. The project cost \$650.
- Ed Fox, a 97-year-old veteran of WWII and Korea, donated \$500 to say "thank you" for the help he received from Brennen Wood, IT Help Desk Coordinator, in learning Zoom.
- The Library Foundation has two COVID-19-related grant applications pending.

6. Old Business

- Data Sharing Agreement with SPS
Cooper reported that she was referred to another person at SPS. They reported that they have not received the agreement from their legal team.
- Strategic Planning Discussion
Norgard shared that she would like to propose a winter retreat where we can all get together and work in depth with Matthew Simpson. Propose to make a subcommittee to plan a winter retreat to work on this and other matters. Morrow, Chenevert, Jr., and Penney volunteered to join the committee.

(Ward entered)

7. New Business

None

Miscellaneous Items

None

8. Adjournment to Closed Session citing R.S.Mo. 610.021 (13)

Norgard called for a motion to adjourn the regular session and go into closed session citing Missouri Revised Statute 610.21 subsection 13 only. Penny seconded.

Roll call vote on adjourning to closed session:

Penny, yea

Norgard, yea

Morrow, yea

Chenevert, Jr., yea

Waites, yea

Ward, yea

Beecham, yea

Nahon Moulder, yea

Motion carried.

The regular session was adjourned at 4:42 p.m.

Board of Trustees

Planning & Development Librarian