



**Springfield-Greene County Library Board of Trustees
September 18, 2018
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, September 18, 2018, at 4:00 p.m. at the Ash Grove Branch Library, 101 E. Main St., Ash Grove, 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 from item 3
c. Michele Risdal-Barnes, Secretary and Member:	Present
d. Cindy Waites, Treasurer and Member:	Absent
e. Steven Ehase, Member:	Present from item 2
f. Ashley Norgard, Member:	Absent
g. Andrea McKinney, Member	Absent
h. Emily Denniston, Member:	Present
i. Donald (Don) Chenevert, Jr.	Absent

The President of the Board of Trustees called the meeting to order. Informational items not subject to motion were presented first due to two board members delayed by traffic. Quorum was established when Garvin arrived as noted below.

2. Standing Committees:

Buildings and Grounds Committee: Risdal-Barnes reported for the Buildings and Grounds Committee that met Tuesday, September 11, 2018 at 8:00 a.m.

Risdal-Barnes reported highlights including:

- Committee members received an update from Regina concerning the damage to the canopy at the Library Center caused by a truck leased by the Greene County Highway Department. The cost of repairs was covered by Greene County and the repairs have been completed.
- Work on the awnings replacement project at the Library Center is scheduled to begin tomorrow at noon. (*Ehase joined the meeting*)
- Planning and Zoning approved the rezoning of land adjacent to the Library Center. The measure will go before city council in the coming weeks.
- An update on the Library Express West project was given. Staff are still working through the permitting process and are contracting with an electrical engineer as required.

Programs, Services & Technology Committee: Cooper gave the report in McKinney's absence. The Programs, Services & Technology Committee met on September 12, 2018 at

8:30 a.m. and discussed the following items:

- Collection Services Manager Lisa Sampley and Electronic Resources Librarian Renee Brumett, presented a report about the Library District's collections budget. Full report to the board at a future date.
- Information Technology Manager David Patillo presented a report about Artificial Intelligence (AI) Labs.
- Information Technology Manager David Patillo and Electronic Resources Librarian, Renee Brumett, presented a report about Bibliotheca Open+.
- A full report of these presentation will be made at a future board meeting.

3. Report of the Director:

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

(Garvin joined the meeting, quorum was established)

4. Standing Committees, concluded:

Finance and Personnel Committee: Garvin reported for the Finance-Personnel Committee that met Tuesday, September 18, 2018 at 8:00 a.m. at the Schweitzer Brentwood Branch Library.

Garvin reported highlights from the September 2018 financials as presented. Specific documents covered included:

- Monthly Budget Summary Month Ending August 31, 2018
- Cash Flow Report August 2018

Garvin reported with 16.7% of the budget year gone at August 31, expenditures stand at 13.5% for the year. We are thankful for the Library Foundation's distribution of \$4,500 from winning the Community Foundation of the Ozarks' video challenge. The capital outlay expense of \$37,940 represents the money that the board approved to pay for the Magic Box. Those funds are to be reimbursed by a private donor through the Library Foundation after the calendar year rolls over. The committee has continued their review of policies in force. At this month's meeting the Sale of Surplus Items Policy and the Purchasing Policy were reviewed and approved by committee. Those policies will appear on the consent agenda at the October 2018 board meeting.

5. Consent Agenda

- Minutes - August 21, 2018 board meeting
- Policies in Force Review: Check Signing Policy, Financial Management and Controls Policy

Risdal-Barnes moved to approve the consent agenda as presented; Ehasz seconded. Moore yea, Garvin yea, Risdal-Barnes yea, Ehasz yea, Denniston yea.

6. Foundation Update:

Library Foundation board president, Bruce Robison reported on behalf of the Library Foundation.

Robison reported updates including:

- The Library Foundation board met on August 29th at the Library Center.
- The board is fully staffed with officers, and Teresa Blair volunteered as secretary.
- Standing committee reports were given that day.
- A new board member was added to the ranks. Bob Shaw, a longtime Friends of the Library member and Friends board member.
- A Fund Development Committee has been established and has begun work to develop a signature event to compliment the Friends of the Library's efforts along with Library District programs. This event will align with the mission of the library and compliment current efforts.

7. Old Business:

None

8. New Business:

- Bylaws Revision concerning alternate authorized signer for State Aid certification - Cooper explained that the board treasurer must sign the State Aid certification every year per Missouri Revised Statutes. In the event the treasurer is unavailable, a substitute signer may be used but only if the board's current by-laws allow for this substitution. This year at certification time, we had difficulty in obtaining the treasurer's signature due to unforeseen circumstances. Cooper is recommending that we amend the current by-laws to include a provision for a substitute signer in the event the treasurer is unavailable. The amendment would insert the following clause at the end of Article 4, section 4(d). *In the event the Treasurer is unavailable, the President is authorized by the Board to certify to the state librarian the annual tax income and rate of tax or the appropriation for the library fulfilling the requirements of Missouri Revised Statutes 181.060.3.*

Risdal-Barnes moved to approve the amended Springfield-Greene County Library District By-Laws as presented; Denniston seconded. Moore yea, Garvin yea, Risdal-Barnes yea, Ehase yea, Denniston yea.

- Policies in Force Review:

- Petition Campaign and Protest Policy

The staff is not recommending any changes be made to this policy from 2014.

Ehase moved to maintain the Petition Campaign and Protest Policy as approved in 2014; Garvin seconded. Moore yea, Garvin yea, Risdal-Barnes yea, Ehase yea, Denniston yea.

- Public Comment Board of Trustees Meeting Policy

This policy was updated to remove the outdated PO Box address and insert the 4653 S. Campbell address. No other changes are being recommended by staff.

Risdal-Barnes moved to approve the Public Comment Board of Trustees Meeting Policy as revised; Ehase seconded. Moore yea, Garvin yea, Risdal-Barnes yea, Ehase yea, Denniston yea.

9. Board Education –

- Play & Learn Center Evaluation, Stephanie Smallwood & Jeannine Birkenfeld

Smallwood and Birkenfeld made a presentation about the district's ongoing evaluation of the Play & Learn Centers around the district. Please see *Racing to Read Play & Learn Centers Evaluation 2018* for full details of the presentation.

10. Miscellaneous Items

Moore proposed that the November 2018 board meeting date be changed from November 20, 2018 to November 27, 2018. No objections were voiced. The meeting will be moved to November 27, 2018 at 4:00 p.m. in the Santa Fe room at the Library Station.

11. Adjournment

Moore called for a motion to adjourn the regular session. Risdal-Barnes moved; Ehase seconded. Moore yea, Garvin yea, Risdal-Barnes yea, Ehase yea, Denniston yea.

The regular session was adjourned at 4:48 p.m.

Board of Trustees

Business Office Manager