



**Springfield-Greene County Library Board of Trustees
September 15, 2020
Meeting Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, September 15, 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 4:03 p.m. Ms. Norgard encouraged board members to attend the monthly meetings in person if and when possible.

Consent Agenda

- Minutes – August 18, 2020 board meeting

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

Standing Committees:

Buildings and Grounds Committee:

Mr. Chenevert reported for the Buildings & Grounds Committee that met September 8, 2020.

Highlights included:

Schweitzer Brentwood

The committee reviewed the naming policy and suggested that staff and the Library Foundation work with the committee to develop a more open-ended naming opportunity policy. If board members want to participate in the review let us know.

The Library Center

- Jim Schmidt provided updates related to signage and needs during and after construction of Ward Branch. He has discussed with the city and the county about who would be responsible. The Library is waiting on a signage quote to guide people to the entrance.
- The Library is talking with MoDOT to discuss placement and permitting.
- The south entrance remains closed.
- The committee discussed property sale which has closed and the Library received \$6,000 back from the sale adjustment. The \$1,346,250 for the sale has been placed in the restricted capital account.

Midtown

- Tuck pointing and sealing has been done.
- Staff is evaluating a potential tenant for the vacant coffee vendor kiosk.

Strafford Branch

- The damaged area where a car hit the building is still boarded and awaiting repair. The replacement glass won't be available until next month.

Five Year Facilities Plan

- The committee reviewed the 5-year facilities plan with input from staff and branch managers. That is available to the board for review.

Ms. Norgard asked if the facility report will be shared with the Finance and Personnel Committee to inform their discussions on reserve funds and finances. Mr. Chenevert circulated the facilities report to the board members present. Ms. Cooper indicated that it could be shared electronically with the entire board. Ms. Norgard also said a staff presentation to the board regarding the facilities report would be appropriate and could be provided to the board at the October meeting.

Programs, Services and Technology Committee

Ms. Nahon Moulder reported from the September 11 Programs, Services and Technology Committee. They received a presentation from David Patillo on IT measures that have been taken during the coronavirus pandemic to both address concerns and meet demand. Patrons were able to use the Library wi-fi even when the building was closed. Staff has been utilizing handheld barcode readers to reduce contact with materials.

Finance and Personnel Committee:

Mr. Ward reported for the Finance and Personnel Committee that met Tuesday, September 15, 2020 virtually.

Specific documents covered included:

- Financial Highlights Report
 - Balance Sheet
 - Monthly Budget Summary
 - Cash Flow Report
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- The committee also discussed some policy revision that the board will review next month.
 - Ms. Cooper gave an update on how the audit is progressing, with early indications that it is going well. The auditors were here last week. During their exit interview the auditor said that our cash position is good and that it has increased over the years. The auditors expressed appreciation for staff and their thorough efforts to gather and track information.
 - Since July 1 over \$64,000 has been added to the collection budget through grants and donations.
 - The interest on cash is \$4,000 above YTD last year.
 - Overall revenue is down from last YTD by about \$72,000. The revenue other than taxes only account for just over 6 percent of the library revenue.
 - Salaries are down by \$35,000 from beginning of year
 - Health insurance claims are down \$100,000
 - The reserve fund is at \$355,000 and has grown from a zero balance in the last 12 years.
 - Things are looking stable and similar to other years when we have not yet received tax payments. Last Thursday Ms. Norgard met with Ms. Cooper and Ms. Ruzicka. In that meeting they were made aware that the Friends and the Foundation are eligible to apply for County Cares funds as nonprofits and those two organizations are pursuing that opportunity.
 - Ms. Norgard asked whether the revenue other than taxes being well below budget was a harbinger of things to come. Ms. Cooper indicated the percentage of budget is not a good indicator because of because of timing of those funds.

Report of the Director

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

Ms. Norgard asked about the reduced library hours and if the reduction would disproportionately impact underserved populations. Ms. Cooper said the primary reason for the reduced hours is that they are often used to accommodate in-person programming which is not currently happening. When programming resumes the hours will be adjusted. Ms. Norgard asked staff to consider changes to the hours if needed. Ms. Cooper said the hours could be reviewed and adjusted if things change.

Library Foundation update:

Melissa Adler provided an update from the Library Foundation:

In August, the Library Foundation granted \$500 for adult fiction and children's e-books. This was a gift from State Farm Agent Jennifer Hazelrigg. At the time of this donation, Kathleen O'Dell created a slide/fader template to highlight donors.

The foundation received a \$20,000 donation from the Doug and Rae Nickell Family Fund at the Community Foundation of the Ozarks to purchase e-books and e-audiobooks. The gift will allow the library to add about 360 items.

The foundation received a \$640 grant from the Hospice Foundation of the Ozarks to sponsor a series of four virtual programs focused on "Death & Dying: Conversations on End-of-Life Matters" in November.

Old Missouri Bank pledged \$1,000 to the Jim Gorst memorial campaign, which is closing with more than \$6,200. Appreciation was expressed for the Library Foundation Board of Directors, Rotary Club of Springfield, Old Missouri Bank, Family and Friends for making a new stage system at the Library Center a reality.

Old Business

Data Sharing Agreement with SPS

SPS responded to the library that this is the standard agreement they use for data sharing. If the agreement is not in place, students are eligible for library cards but the agreement helps reduce barriers to cards and ensures to teachers that students have access. This also helps promote the library as a resource.

Mr. Chenevert stated that after last month's meeting he reviewed the document and had additional feedback. He was disappointed in the response from SPS. He had further concerns about the one-sided nature of the document and felt it was inaccurate and encouraged the board not to approve the document if this is the only option for consideration.

Ms. Brumett felt like we may be able to approach the district with specific changes. Mr. Chenevert will share those proposed changes with library staff to then share with SPS.

Ms. Morrow noted that access to library cards impacts underserved populations the most, and the harm that could happen in the classroom outweighs any potential legal implications. She encouraged the board to work to get an agreement that protects the library but that helping students should be the main priority of the district.

Ms. Penney asked about the intended timeframe for the agreement. The proposal is for one year and the district asked for the agreement to be reached as soon as possible. The unique virtual learning situation has increased the urgency. The Library has an agreement with the Republic School District. It was less formal since it was a pilot project, different student data was used and that district had fewer demands than SPS. Mr. Chenevert asked if we could use the Republic agreement as a model.

A motion was made (Ms. Waites) and a second was provided (Ms. Penney) to enter into a data sharing agreement with SPS and direct Ms. Cooper and Mr. Chenevert to negotiate the details. Motion carried.

Policies in Force Review

The policies that were sent to the board are outdated. Ms. Cooper and staff stated that they are not being used anymore and requested retirement. Ms. Norgard stated that a larger more comprehensive policy review is already in the works and the project should be approached as a whole with the assistance of legal counsel rather than piecemeal

A motion was made (Ms. Norgard) and seconded (Ms. Waites) to table policies in force review. Motion carried.

Updated Tax Rate

The tax assessor has all of the information now necessary to set tax ceilings. The new official rate is .2434.

A motion was made (Ms. Norgard) and seconded (Mr. Chenevert) to set the tax rate for FY 2021 at 0.243. Motion carried.

Ms. Cooper presented an email the Library received from a property owner adjacent to Schweitzer Brentwood who does not like the sound of cars idling in the drive-through lane. Staff indicated they have monitored noise levels but the property owner is threatening to install various signs and devices on the Library's fence. Ms. Norgard stated that the email could be considered a threat to staff and patron safety and encouraged staff to engage legal counsel in their response.

New Business

Gay Wilson presented the strategic planning themes to the board.

Each committee will take these themes and use them to set goals as a part of the strategic plan. More information will be provided to the committees. Those recommendations will be brought to the full board for discussion.

1. Adjournment to Closed Session citing Missouri Revised Statute 610.021(2)
A motion was made (Mr. Chenovert) and seconded (Ms. Morrow) to go into closed session citing Missouri Revised Statute 610.021(2).

Roll call vote on adjourning to closed session:

Beecham, yea

Waites, yea

Chenovert, Jr. yea

Ward, yea

Norgard, yea

Penney, yea

Morrow, yea

Denniston, yea

Nahon Moulder, yea

Motion carried.

The regular session adjourned at 5:31 p.m.

The board came back into open session and announced the decision to implement the compensation restructure as originally proposed and is retroactive back to July 1.

The regular session adjourned at 6:00 p.m.



Board of Trustees

Planning & Development Librarian