



Springfield-Greene County Library Board of Trustees
September 21, 2021
Meeting Minutes

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, September 21, 2021 at 4:00 p.m. at the Strafford Branch Library.

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

<u>Roll Call</u>	<u>Present/Absent</u>
Emily Denniston, President and Member:	Present
Clinton Beecham, Vice President and Member:	Present
Rachael Morrow, Treasurer and Member:	Present
Stacey Penney, Secretary and Member:	Present
Cindy Waites, Member:	Present
Michelle Nahon Moulder, Member:	Present
David Yancey, Member:	Present
Samuel Snider, Member:	Absent
Chris Bozarth, Member:	Present

The President of the Board of Trustees called this meeting to order at 4:01 p.m.

The Board welcomed our newest Member, Chris Bozarth, and gave brief introductions.

Board Education

President of the Community Foundation of the Ozarks, Brian Fogle, provided education on Board Governance. Board members (for any organization) are responsible for the past, present, and future. In general, 80-90% of the Board meetings are focused on the past, and sometimes the present. Therefore, Board Retreats, etc. are so valuable, to spend time focusing and looking ahead to the future.

The Board is responsible for setting organizational direction, providing oversight, and ensuring adequate resources. The governance of leadership includes setting policies, overseeing the CEO/Executive Director, ensuring that legal duties are met, volunteering and serving as an ambassador for the organization.

The Board should expect the following from the CEO/Executive Director:

- Liaison between Board and staff
- Positive attitude about Board/CEO Relationships
- Identification of Issues
- Strategic Information
- Recommendations for Actions BEFORE the meeting
- No surprises - accountable

What should the CEO/Executive Director expect from the Board:

- Govern more and manage less
- Timely and clear decisions
- Informed and prepared for meetings
- Mutual accountability
- No micromanaging
- A board that speaks with ONE voice

Consent Agenda:

- Minutes – August 24, 2021 Board Meeting
The date on the opening statement should be corrected to Tuesday, August 24, 2021. Also, on page two in the first full paragraph, ‘move’ should be corrected to ‘moved’.

A motion was made (Ms. Waites) and seconded (Mr. Beecham) to approve the consent agenda with the above changes. Motion carried.

Standing Committees:

Buildings & Grounds Committee:

Mr. Beecham reported for the Building & Grounds Committee that met on September 14. Door glass at Midtown was replaced following vandalism. The estimate for body work on Library owned vehicles was \$19,000 with insurance reimbursement of \$18,610. Flooring was recently replaced in the Youth Services area. Park Central had another fire, a result of a patron charging their phone. No building damage was observed, and the plug has been replaced as a precaution. Friends of the Library added a trailer that will be stored at The Library Center. The donation shed will be outside and locked overnight.

A location has been secured for the Library Express East and the kiosk has been ordered. Library Express East will be located on East Chestnut in front of the Frisco Building. The least for Library Express East will be higher than Library Express West due to the location.

Executive Committee:

Ms. Denniston reported for the Executive Committee that met via Zoom on September 14. The Executive Committee reviewed the agenda, Memorandum of Understanding

draft between the Library and the Library Foundation, discussed the reopening of Lyon Avenue and status of Library Express East. Ms. Cooper also gave an update on progress towards her goals and reviewed financials in advance of the Board meeting.

Finance and Personnel Committee:

Ms. Morrow reported for the Finance & Personnel Committee that met Tuesday, September 21, 2021.

Specific documents covered included:

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

As of August 31, 2021, 16.7% of the fiscal year has elapsed with 12.5% of the budget being spent. The second third of the land sale money was moved to the CFO in August and is reflected on the cash flow report. The final third of the money was moved in September and will be reflected in next month's financials.

The amount in excess of cash carry forward at the end of the FY21 (\$1,490,686.69) was transferred to the Reserve account. The current total for the Reserve account is \$1,898,089.59.

Fine revenue is at 21.3% of the budgeted amount, which is stronger than expected since we have implemented Automatic Renewals and the fine waiver for patrons who show their vaccination card through October 31.

Passport fees are at 20.5% of the budget.

Salaries in August were at 14.1% of the budget with an employee count of 220/218. Lori explained that an employee count of 222 would be desirable to operate at current levels.

The F&P Committee is working on preparing for the Executive Director evaluation. The Committee met in closed session to discuss elements of the evaluation. Rachael recommended a closed session meeting of the Board following the October meeting to finalize. Although a bit behind right now, we should be able to catch up following the October meeting and get back on track with the normal timing of the evaluation process.

Programs, Service & Technology Committee:

Ms. Nahon Moulder reported for the Programs, Service & Technology Committee that met on Wednesday, September 15, 2021. At that meeting, Alison Ekhardt gave a summary of the Summer Reading to Go Program. This program exists and is successful

in large part because of Alison. Alison and her team started the program in 2004, at which time they reached 160 children at 4 sites. Summer Reading to Go grew to 4,995 individuals at 144 sites in 2019 (pre-COVID) and 4,567 individuals at 81 sites in 2020 (during COVID). The Summer Reading to Go program is an incredible outreach that reaches the underserved populations in our region.

Report of the Director:

Ms. Cooper highlighted many items from the Executive Director’s Report for September 2021. Please see Executive Director’s Report for September 2021.

Library Foundation update:

Laurie Edmondson reported on the Library Foundation. Community donations have totaled \$4,480 and the David Patillio Library Innovation Endowment is now at \$3,270. Total endowments are at \$1.08 million. The Foundation hopes to have a new Development Director soon. Two interviews are scheduled for September 22 for the Development Director position.

Old Business:

The MOU is in process; however, our legal counsel, Elizabeth Wentz, is still reviewing the document. At Elizabeth’s suggestion (and to reduce billable time), Ms. Cooper added items from the Bylaws before sending to Ms. Wentz for a final review. A motion was made (Ms. Denniston) and seconded (Mr. Yancey) to table the conversation until the MOU is ready for review and approval. Motion carried.

A motion was made (Ms. Nahon Moulder) and seconded (Mr. Beecham) to adjourn the meeting at 5:20 p.m.

Board of Trustees

Planning & Development Librarian