



Springfield-Greene County Library Board of Trustees
August 24, 2021
Meeting Minutes

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, August 24, 2021 at 4:30 p.m. at the Republic Branch Library.

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

Roll Call

Present/Absent

Emily Denniston, Vice President and Member:	Present
Rachael Morrow, Treasurer and Member:	Present
Stacey Penney, Secretary and Member:	Present
Clinton Beecham, Member:	Present
Cindy Waites, Member:	Present
Michelle Nahon Moulder, Member:	Present
David Yancey, Member:	Present
Samuel Snider, Member:	Present

The Vice President of the Board of Trustees called this meeting to order at 4:28 p.m.

Prior to moving into the meeting agenda, Ms. Denniston and Ms. Cooper took a few moments to honor David Patillo. David was the Library IT Director and recently passed due to complications from COVID-19. David had been an employee of the Library for 27 years and made an unforgettable impact on the organization.

Consent Agenda:

- Minutes – July 20, 2021 Board Meeting
The spelling of Ms. Morrow’s first name should be ‘Rachael’ rather than ‘Rachel’. In the third paragraph of the Finance & Personnel Committee report, a duplicate sentence is included. Remove ‘Budget finalized for FYE June 30.’

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

Recognition of Departing Board Member Don Chenevert, Jr.

Ms. Denniston recognized Don for his invaluable service to the Board. Don has been a thoughtful and committed member of the Board. We are extremely thankful for Don's service to the Library.

Standing Committees:

Buildings & Grounds Committee:

Mr. Beecham reported for the Buildings & Grounds Committee that had an email meeting. The committee had little to report except for several issues with vehicles owned by the Library.

Finance & Personnel Committee:

Ms. Morrow reported for the Finance & Personnel Committee that met Tuesday, August 24, 2021.

Specific documents covered included:

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

As of July 30, 2021, 8.3% of the fiscal year has elapsed with 5.4% of the budget being spent. The first part of the land sale money was moved to the CFO in July and is reflected on the cash flow report. The second third of the money was moved over in August and will be reflected in next month's financials.

Fines are at 11.7% of the budgeted amount. We discussed that the budgeted amount had been adjusted down with the switch to autorenewals. It appears that the estimated impact to the budget was accurately projected by staff.

Salaries in July were 6.9% of the budget with an employee count of 215. Ms. Ruzicka explained that there have been challenges with moving the employee count higher. Although some of the available openings have been filled, some additional employees have been lost. However, an individual recently accepted a maintenance position, which had been open since May.

Ms. Morrow presented the changes to the Personnel Policy Manual, which came about when the Manual was taken to staff for review and input. The changes are generally not material in nature. It is the recommendation of the Finance & Personnel Committee to approve the changes as presented. A motion was made (Ms. Morrow) and seconded (Ms. Waites) to approve the Personnel Policy Manual changes as proposed. Motion carried.

Report of the Director:

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

Library Foundation update:

The Library Foundation has established the David Patillo Library Innovation Endowment, which has already received contributions of \$2,745. The Melissa Adler Appreciation Fund has also been established in recognition of the former Development Director. The Foundation hopes to have new Development Director soon. Ms. Waites inquired about having a conversation with a local bank to see if the fees for contributions to funds would be waived. Currently all donations are processed through PayPal, although a local bank relationship may be worth exploring if the processing fees can be waived.

Old Business:

The only item of Old Business to discuss were the changes to the Personnel Policy Manual, which were addressed in the Finance & Personnel Committee Report.

New Business:

Set Tax Rate – FY22 – The tax assessor has all the information to set tax ceilings. The tax rate for the year is \$0.24 per \$100 valuation, a slight reduction from last year (\$0.2434) A motion was made (Ms. Morrow) and seconded (Ms. Waites) to adopt the FY 2022 tax rate at \$0.2400. Motion carried.

Election of President of the Board of Trustees – The nominating committee has met and is recommending that Ms. Denniston take the office of President and Mr. Beecham take the office of Vice President. A motion was made (Ms. Nahon Moulder) and seconded (Mr. Yancey) to appoint Ms. Denniston as President and Mr. Beecham as Vice President. Motion carried.

Revised Internet Access and Safety Policy – Ms. Cooper explained that The Library had the opportunity to apply for an FCC grant (\$71,900), which was approved, for 200 hot spots. The hot spots are checked out for a year. However, the Internet Access and Safety Policy must be amended for the patron to sign attesting that they do not have access to equipment or services sufficient to access the internet. This is through the eRate program to provide internet access to people who do not have and cannot obtain internet access. The grant is for a one-year period with no renewals. Ms. Waites suggested that a line be added for a printed name to the form. A motion was made (Ms. Nahon Moulder) and seconded (Mr. Beecham) to approve the revised Internet Access and Safety Policy and ECF Form. Motion carried.

Miscellaneous Items:

The Board recognized the retirement and service of Leanne Burgess and Lisa Merrill. Leanne is retiring after 19 years of service and Lisa is retiring after 40 years of service. The Board extended well wishes to each of these individuals for their commitment to the Library.

A motion was made (Ms. Denniston) and seconded (Ms. Waites) to go into closed session pursuant to R.S.Mo. §610.021(3) and approved by a roll call vote.

<u>Board Members</u>	<u>Yes/No</u>
Emily Denniston, President and Member:	Yes
Clinton Beecham, Vice President and Member:	Yes
Rachel Morrow, Treasurer and Member:	Yes
Stacey Penney, Secretary and Member:	Yes
Cindy Waites, Member:	Yes
Michelle Nahon Moulder, Member:	Yes
David Yancey, Member:	Yes
Samuel Snider, Member:	Yes

The regular session adjourned at 5:20 p.m.

Board of Trustees

Planning & Development Librarian