



**Springfield-Greene County Library Board of Trustees**  
**March 24, 2020**  
**Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, March 24, 2020 at 4:00 p.m. virtually due to current Covid-19 gathering restrictions. Members of the Board of Trustees were present or absent as follows:

1. Roll Call

	<u>Present/Absent</u>
William (Bill) Garvin, President and Member:	Present
Ashley Norgard, Vice President and Member:	Absent
Donald (Don) Chenevert, Jr., Secretary and Member:	Present
Cindy Waites, Treasurer and Member:	Present
Clinton Beecham, Member:	Present
Michele Risdal-Barnes, Member:	Present
Marteze (Tez) Ward, Member:	Present
Emily Denniston, Member:	Present
Catherine E. Moore, Member:	Present

The President of the Board of Trustees called the meeting to order.

2. Consent Agenda:

- Minutes – February 18, 2020 board meeting

Waites moved to approve the consent agenda as presented; Chenevert, Jr. seconded. Garvin yea, Chenevert, Jr. yea, Waites yea, Beecham yea, Risdal-Barnes yea, Ward yea, Denniston yea, Moore yea. Motion carried.

3. Standing Committees:

Programs-Services-Technology Committee: Denniston reported for the Programs-Service-Technology Committee that met on Friday, March 13, 2020 at the Library Center.

Committee members heard a presentation from David Patillo, the Library's IT manager. Patillo shared information about the library's ongoing cyber-security efforts. The library conducts an annual security and disaster recovery audit. Cyber threats have increased and the library's cyber security insurance has been increased to match the need.

Buildings & Grounds Committee: Risdal-Barnes reported for the Buildings & Grounds Committee that met Tuesday, March 10, 2020 at the Schweitzer Brentwood Branch Library. Highlights included:

- At the Library Center:
  - A three foot wide non-slip floor mat has been added near the front doors.
  - Work on the drainage area on the north end of the building will begin

- shortly. The engineer is finalizing plans.
- The vinyl tile in the Story Hour Room has been replaced.
- At the Midtown Carnegie Branch:
  - Two fire escape ladders have been installed on the 2<sup>nd</sup> floor.
  - The library was notified of two incidents of patrons falling at the branch due to inclement weather during the month of February.
- At the Republic Branch:
  - The carpet has been replaced in the workroom.

Finance/Personnel Committee: Waites reported for the Finance/Personnel Committee that met virtually on Tuesday, March 24, 2020. Highlights included:

- The February 2020 financials were reviewed. Specific documents covered included:
  - Financial Highlights Report February 2020
  - Balance Sheet February 29, 2020
  - Monthly Budget Summary Month Ending February 29, 2020
  - Cash Flow Report February 2020
- The committee briefly discussed the preparation work currently being done for the 2020-2021 fiscal year.
- Committee members agreed to table the personnel policy review process until the Library is able to return to normal business operations.
- Lastly, the committee discussed potential ramifications of Covid-19 on the 2019-2020 budget.

4. Library Foundation Update:

Library Foundation Board President, Laurie Edmondson reported on behalf of the Library Foundation as follows:

- The Library Foundation is sad to announce the unexpected loss of board member, Jim Gorst. Mr. Gorst was an enthusiast and eager participant in the governance of the Library Foundation. Foundation Board members are working on a possible memorial for him in the future.
- The Library Station lost a friend and benefactor, Bill Hickory. In January of 2015, when the Library Station reached out to Ozarks Garden Railway Society for help with its train, Bill enthusiastically answered the call. He worked on a plan for rebuilding and keeping the model railway running into the future. He organized volunteers, raised money (including his own), cleaned rails, and tinkered on engines, cars and track. This past year, he was instrumental in helping us fully fund the Help-a-Librarian project for a new engine. As you may know, the Library Foundation created a permanent fund to support the train called Big John Train Fund. Bill is greatly missed but his legacy lives on.
- The Library Foundation met on February 24. The board approved a grant request for \$1,000 to refresh and replace toys throughout the district. The foundation paid \$12,926.98 to the library in grants and distributions in February.

5. Report of the Director:

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

Cooper shared updated information concerning Covid-19. Both the city of

Springfield and Greene County have issued a stay at home order that begins at 12:01 a.m. Thursday, March 26th and remains in effect until April 24<sup>th</sup>. This means the library must remain closed until April 24<sup>th</sup>. Cooper asserts that the library's current cash flow will allow the library to pay the library staff through April 24th and that is Regina's recommendation to the board.

Cooper reported that the library has increased the amount spent on digital resources such as Hoopla, RB Digital and Overdrive while reducing the amount spent on physical collections at this time.

Waites expressed a desire for Cooper to speak to Greene County Health Department officials to ask about the feasibility of opening the Library Express West kiosk to the public during the stay at home order. Cooper feels opening, operating, and servicing the kiosk at this time violates the stay at home order.

6. Old Business

-none-

7. New Business

- Cooper explained that Panera Bread's parent company contacted Cooper requesting a rent deferment due to drastically reduced store receipts at the Library Station Panera Bread location during the Covid-19 pandemic. The deferment would cover the months of April, May and June 2020. Cooper feels it is important to note they are not asking for rent payment forgiveness for these periods. The Trustees gave their blessing for Cooper to contact Panera Bread's parent company executives to approve the requested rent deferment through June 2020.

8. Miscellaneous Items

- Cooper reminded trustees that Risdal-Barnes 2<sup>nd</sup> term on the board is set to expire in June 2020 and a new board member will be needed. This will be a county representative, and trustees are asked to submit suggestions to Cooper.
- Cooper asked trustees about the status of the spring board retreat scheduled for April 21<sup>st</sup> given the stay at home order. The trustees expressed a desire to reschedule the board retreat to a date in the future when we can meet face to face.

9. Adjournment

There being no further business, Garvin called for a motion to adjourn. Chenevert, Jr. moved to adjourn; Beecham seconded. Garvin yea, Chenevert, Jr. yea, Waites yea, Beecham yea, Risdal-Barnes yea, Ward yea, Denniston yea, Moore yea. Motion carried.

The regular session was adjourned at 4:54p.m.

Business Office Manager

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