



Springfield-Greene County  
Library District

## **Springfield-Greene County Board of Trustees**

December 16, 2025

Board of Trustees Meeting Minutes

The Board of Trustees of the Springfield-Greene County Library District met on Tuesday, December 16, 2025, at 4 p.m. at the Library Center. The Trustees in attendance were: Aaron Jones, Carol Anne Robinette, Christopher Bozarth (joined at 4:22pm), David Yancey, James Nevins, Mar'Ellen Felin, Melanie Weiler, Rachael Morrow and Stacey Penney.

Jones called the meeting to order at 4:01p.m.

### **Meeting Minutes**

October 21, 2025, Board meeting - Felin moved and Nevins seconded that the minutes be approved subject to correction on page 4 to read "Meeting adjourned at 4:54pm". Motion was approved (8 yes, 0 no).

### **Introduction**

Stephanie Hornickel, Events Space Coordinator and Claren Gayle, Administrative Associate to the Executive Director were introduced as new staff members.

### **Finance and Personnel (F&P) Committee**

Nevins presented the committee report.

- **Annual Financial Audit**

- The Financial Statements and Supplemental Information with Independent Auditors' Report for the year ended June 30, 2025 was presented to the Committee.
- Due to federal funds received by the district, a federal government audit was also required. The unmodified audit was submitted to the clearinghouse for review and acceptance.
- Auditee was qualified as high-risk auditee as it was the first federal audit.
- Construction in progress has been added as an asset.
- The F&P Committee made a motion that the board accept the Financial Audit as received. The motion was approved (8 yes, 0 No). The Finance Department was commended for excellent work.

- **Review of November Financial Reports**

- Line 25 was added to the Balance Sheet report to include “Construction in Progress,” which was approximately \$11 million. In FY2027, these amounts will be distributed to the appropriate fund upon project completion.
- FY26 Salaries Budget Tracking: during the budget development process this year, a new model would be recommended to the board based on financial best practices that will project the budget closer to the actual expense. The salary schedule will be developed with every position being filled all year; however, the allocated budget will be 95.5% of the projected budget.
- The salary scheduled will be monitored throughout the year. If expenditures are projected to exceed the budget for a sustained period, open positions will be vacant longer and the cost savings will be used to bring the expenses back in line with the budget.

### **Programs, Services and Technology Committee**

- **Local History and Genealogy Report**

Local History and Genealogy manages the Library’s historical materials. The Library is committed to preserving original historical materials, digitizing records to enhance public access, and maintaining its role as the largest historical collection in the Ozarks. It was noted that more than 400,000 historical records were currently available online. The Library’s educational outreach efforts with schools and its collaboration with the Greene County Archives, including work toward a partnership to develop a shared, searchable database of historical materials is a valued asset for the community.

Christopher Bozarth (joined the meeting at 4:22pm).

### **Building and Grounds Committee**

- **FY2026 Capital Projects**

- The Library Station: installation of two mini-split units and two 6-ton units were scheduled for completion by the end of FY2026.
- The Library Center
  - Installation of the Pavillion awnings was in process; however, the contractor was not satisfied with the installation and removed the awnings to redesign them. The lights and fans will be installed after the awning installation is complete.
  - The canopy on the front entrance was damaged by a contractor. A bid has been received to repair the canopy. The contractor has agreed to pay for the damages.
  - The Friends of the Library shed pad design drawings were submitted to the City Planning Department for approval.
  - Kitchen equipment had been installed in the Hatch Auditorium kitchen.
  - The book return slot height was being evaluated. An automatic gate redesign was being considered for the fenced area at the rear of the

premises. The front restroom renovation was continuing on schedule for completion by December 19, 2025.

- The Republic Branch
  - Asphalt paving was delayed due to weather. Final inspections should be concluded this week and temporary occupancy granted. The branch will open to the public on February 2.
- General Issues
  - A Request for Proposal (RFP) for janitorial services will be issued.

### **Institutional Advancement Report**

- Advice from the auditor resulted in a new process for receiving gifts, especially gifts received over multiple years. The Ava Louise Smith, Friends of the Library and Hatch Foundation gifts highlighted the need to change to the new process.
- The Foundation completed the RFP process to select an endowment fund manager. The vendor was selected and applicants were notified of the results. Appreciation was expressed for the taskforce that worked on the process. The endowment policy was approved. The next step was to develop an investment policy statement.
- The Next Chapter annual giving campaign was launched. Four hundred and eighty (480) individuals were included in the initial mailing. These funds are unrestricted assets that will support the next chapter of the Library District. Targeted mailings were also sent to donors in the Republic Branch area.
- The Thompson family committed to sponsor the naming of a conference room, the Giddens family sponsored an additional room, and an Arvest Foundation grant was received. Additional private donations were reported, including conference room funding from one family, support from a local small business owner for the Children's Department Manager office and staff break room, and a contribution from one business. Funding in the amount of \$8,750 was received to install a permanent story walk at the Republic Branch.
- The Hatch Foundation was fully funding a sculpture to be placed in front of the new auditorium. The installation was scheduled to occur prior to the ribbon cutting ceremony on January 13. A Mahjong Night fundraising event was planned for March 12, with an option for participants to pay for instructional play. An invitation with additional details was being developed.

### **Executive Director's Monthly Report**

Executive Director, Dr. Ed Walton reported that the six planning committees continued to work toward the goal of providing direction in their respective strategic areas. The committees will provide an update at the April Board retreat.

The primary focus of the current legislative session is focused on eliminating income taxes. Many legislators indicate that they believe property tax will not receive significant interest this year. Randy Scherr, lobbyist for the Missouri Library Association, reports that approximately sixty (60) bills had been identified that could affect libraries, some of which may have financial implications.

## Unfinished Business

- **Fee Based Meeting Room**

- The fee structure for renting Library meeting spaces for private events was prepared by the taskforce and included in the Board packet for informational purposes. No Board action was required.
- Legal counsel has been engaged to determine requirements for liquor to be served at events.
- The rental contract for event spaces has been developed and is awaiting legal review.

## New Business

- **Legislative Strategy Update**

The district's plan for seeking a tax rate increase was outlined. A poll survey will be conducted in January 2026 to gauge voter support for a potential Library rate increase. The survey would ask respondents about the likelihood of supporting either a 5-cent or 10-cent increase per \$100 of assessed property value, or a sales tax increase of either ¼ cent or ⅜ cent. A ¼-cent sales tax increase would generate approximately \$20 million in revenue. A marketing campaign would begin in June or July to raise awareness of the Library and its services, which was distinct from a formal informational campaign, which would focus on explaining the impact of a potential tax increase. Another poll would be conducted in January 2027. If there was strong support for a ballot initiative, it would run during the August 2027 election cycle. The cost to run the campaign and ballot was approximately \$600,000, with approximately \$387,000 required to pay for the election.

- **October 2025 Statistical Reports**

Traffic and circulation increased again in November. Library Station traffic was affected by patrons returning to the Midtown location. Staff would conduct a more detailed analysis to assess traffic patterns and the impact of the closure.

## Closed Session

### Roll Call Vote

Yancey motioned to go into closed session under RSMo 610.021 (2) and (13). Nevins seconded.

The motion was approved (9 yes, 0 no)

Aaron Jones, President, Member:	Yes
Carol Anne Robinette, Member:	Yes
Chris Bozarth, Vice-President and Member:	Yes
David Yancey, Member:	Yes
James Nevins, Treasurer and Member:	Yes
Mar'Ellen Felin, Member	Yes
Melanie Weiler, Secretary and Member:	Yes
Rachael Morrow, Member:	Yes
Stacey Penney, Member:	Yes

The meeting went into closed session.

**Roll Call Vote on Adjournment**

Morrow motioned to adjourn the closed session and Penney seconded. The Board took a Roll Call Vote to end the closed session at 5:15pm. The motion was approved (8 yes, 0 no, 1 absent)

Aaron Jones, President, Member:	Yes
Carol Anne Robinette, Member:	Yes
Chris Bozarth, Vice-President and Member:	Absent
David Yancey, Member:	Yes
James Nevins, Treasurer and Member:	Yes
Mar'Ellen Felin, Member	Yes
Melanie Weiler, Secretary and Member:	Yes
Rachael Morrow, Member:	Yes
Stacey Penney, Member:	Yes

The closed session ended at 5:15pm.

**Adjournment**

Motion to adjourn was made by Rachel Morrow; seconded by Aaron Jones. The motion was approved (8 yes, 0 no). The meeting adjourned at 5:15pm.