



Springfield-Greene County
Library District

Springfield-Greene County Board of Trustees

March 17, 2026

Board of Trustees Meeting Minutes

The Board of Trustees of the Springfield-Greene County Library District met on Tuesday, March 17, 2026, at the Library Center. The Trustees in attendance were: Aaron Jones, Carol Anne Robinette, Christopher Bozarth, James Nevins, Mar'Ellen Felin, Melanie Weiler, Rachael Morrow. Apologies for absence were received for David Yancey and Stacey Penney.

Call to Order

Aaron Jones called the meeting to order at 4:00p.m.

Disposition of Minutes

Mar'Ellen Felin made a motion and Rachel Morrow seconded that the February 17, 2026 Board Meeting Minutes be approved. Motion carried (7 yes, 0 no).

Retirement Recognition

Allison Eckhardt, Outreach Services Manager. will retire on April 3, 2026. Allison was presented with a photo album commemorating her time and contributions during her employment at the library for over twenty-five (25) years.

Report of Committees

- **Buildings and Grounds Committee**
 - **FY2026 Capital Project**
 - **Library Station (LST):** Nabholz Construction was selected for the Library Station Entry and Restroom project and the contract was signed. The total project cost was reduced by approximately \$9,000. The project completion deadline was established as June 30, 2026.
 - **The Library Center (TLC):** Work on the Pavilion project was completed, including the installation of lighting and a fan. John Bledsoe was appointed Director of Buildings and Grounds, effective March 23, 2026. Mr. Bledsoe previously served as Branco's on-site Superintendent for the construction of the Hatch Auditorium.
 - **Children's Flooring Replacement:** Installation of new carpet in the Children's area was completed.
 - **ARPA (American Rescue Plan Act of 2021) Updates**
 - **The Library Center**

The Certificate of Occupancy for the Hatch Auditorium was received. Exterior door issues at Hatch Auditorium were addressed. Installation of lighting for the Local History display case was completed, and drywall work was in progress. A third bollard will be

installed near the book return. Extension of the return chute with a steel sleeve is under investigation. Options to improve parking lot lighting are under review. Floating border curtains will be installed to screen HVAC equipment from view.

- **Republic Branch**

The drive-thru was temporarily closed due to asphalt work and is nearing completion. The parking lot has been installed. Work is ongoing to complete closeout items, including doors, hardware, and lighting. Change Order No. 4, incorporating five previously reviewed Potential Change Orders, will increase the Guaranteed Maximum Price (GMP) by \$88,746.

Motion from The Buildings and Grounds Committee

The Buildings and Grounds Committee recommends that the Board of Trustees approve Change Order Number 4 to increase the Guaranteed Maximum Price (GMP) by \$88,746 to incorporate five Potential Change Orders (PCOs) for:

- i. PCO#29 - Revised Exterior Sign (\$6,890)
- ii. PCO#30 - Asphalt Changes (\$26,494)
- iii. PCO#31 - Additional Bookshelf End Panels (\$3648)
- iv. PCO#32 - PF #26 MPR Faucet (\$1,273)
- v. PCO#34 - Asphalt Changes (\$50,441)

The motion carried (7 yes, 0 no).

- **Finance and Personnel Committee**

- **Compensation, Classification & Benefits Report**

The final Compensation, Classification & Benefits report from McGrath Human Resource Group was received. The report includes a detailed analysis of compensation, classification, and benefits. Key findings indicate that approximately 74% of positions are estimated to be below market pay. The benefit analysis is included in the report but was not discussed in detail.

Motion from The Finance and Personnel Committee

The Finance and Personnel Committee recommends that the Board of Trustees accept the Compensation, Classification and Benefits Report.
The motion carried (7 yes, 0 no).

- **Classification Plan**

The Compensation, Classification and Benefits proposed a new classification plan establishing 22 pay grades with defined step progressions, including an 8% increase between pay grades and 12 steps per grade with a 3% increase between each step. The plan is to be implemented in two phases: Phase I will implement the classification plan, and Phase II will address decompression to remove pay compression; for example, employees currently at higher steps will be moved to the lowest step of the new grade, with adjustments returned in the following year. The budget impact of implementing is estimated at \$500,000 in the current budget, while Phase II alone is estimated at \$108,000; both phases cannot be implemented in the same budget year. The Finance and Personnel committee recommends approval of the classification plan as outlined.

Motion from The Finance and Personnel Committee

The Finance and Personnel Committee recommends that the Board of Trustees approve the Classification Plan.

The motion was carried (3 yes, 0 no).

- **Financial Report Review – January 2026**

Nevins reported that the Finance and Personnel Committee reviewed the February 2026 financial report. Total Expenditures Year-to-Date (YTD) is 62.1% of budget when excluding ARPA. 96.7% of the anticipated tax revenue has been realized. ARPA Final reimbursement request was received in the amount of \$126,000 .

- **Personnel Utilization Plan**

The Library will apply a Personnel Utilization Adjustment (PUA) of 95.5% to all annual salary projections. Total projected salaries for all authorized positions will first be calculated at full cost, after which the PUA will be applied, resulting in a budgeted personnel amount equal to 95.5% of the total projected salaries. This adjustment reflects that actual personnel expenditures are expected to be lower than the maximum due to factors such as hiring delays and new hires starting lower on the pay scale than departing incumbents. Discussion noted that the Library's average actual PUA has been approximately 4.7%.

Motion from The Finance and Personnel Committee

The Finance and Personnel Committee recommends that the Board of Trustees approve the Personnel Utilization Plan.

The motion was carried (7 yes, 0 no).

- **FY2027 Proposed Budget**

- **Detailed Budget Spreadsheet**

The budget, included in the Finance and Personnel Committee Meeting packet, projects total revenue of \$20,698,467, incorporating alternate funding sources. Surtax revenue is projected at approximately \$1.1 million, approximately 20% higher than anticipated, and real and personal property tax revenue is estimated at a 2% increase from FY26 to FY27. Grants are not included in the budget and will be added when formally approved. Foundation distributions reflect a 128% increase due to the Ava Louise Smith endowment, generating \$86,000 in revenue, and rental income is projected at \$55,000. Budgeted expenses for salaries total \$10,061,765.55 including allocations for the new compensation plan. Professional services include approximately \$500,000 for the sales tax initiative, with \$389,000 allocated for Greene County election costs and the remainder for information campaign expenses. Capital project expenditures were reduced to offset costs associated with the tax initiative, while normal operating expenses, such as HVAC maintenance, remain in the budget. Collections were reduced by \$100,000 to balance expenses. The budget aligns with the strategic plan and supports the proposed tax rate change.

- **5-year projection**

A five-year projection of revenue and expenses was presented to illustrate the status quo without a tax increase. The projection indicates a balanced budget for the current year, a deficit for the next year, and negative balances in subsequent years if no tax rate change is implemented. Options discussed included a property tax reset with an additional 0.5 cents to the levy, which would generate approximately \$7 million in revenue initially and a property tax reset with an additional 0.10 cents to the levy generate \$11.7 million in tax year 2027, or a sales tax increase of one-quarter or one-third cent, with varying

revenue impacts. It was noted that if tax initiatives fail, reductions in organizational size would be required to balance the budget.

The Finance and Personnel Committee did not make a recommendation for approval of the FY2027 Proposed Budget. The FY2027 Proposed Budget was placed before the full Board of Trustees for discussion. A request for a motion to approve the budget was made; no motion was made.

- **Policy Updates**

- **Closure Policy**

- Discussion was held regarding replacing the current Inclement Weather Policy with a new Closure Policy. The new policy removes automatic triggers to close or delay opening based on local school district closures, as school districts adopting the Alternative Methods of Instruction (AMI) policy may close for non-severe weather that does not impact library operations. The policy grants discretion to the Executive Director to determine closures or delayed openings.

- Motion from Finance & Personnel committee

- The Finance and Personnel Committee recommends that the Board of Trustees approve the Closure Policy. The motion carried (7 yes, 0 no).

- **Social Media Policy**

- A new Social Media Policy was discussed to establish guidelines for library-related online content. The policy allows the library to remove comments for various reasons, including obscene content, across all branches, and such actions must be handled through the Communications and Relations (CR) department. Discussion was held regarding the policy statement that *“Library staff and representatives are expected to remain neutral in library-related posts and in their responses to questions,”* clarifying that staff cannot represent the library in personal posts, though the library cannot control content on personal platforms. The policy emphasizes distinguishing personal expression from professional representation, and staff are expected to maintain neutrality in their role when engaging in library-related matters online. Additional policies may be considered if further clarification is needed regarding personal versus professional conduct.

- Motion from Finance & Personnel Committee

- The Finance and Personnel Committee recommends that the Board of Trustees approve the Social Media Policy. The motion carried (7 yes, 0 no).

- **Programs, Services & Technology Committee**

- The Committee received a presentation on “Community Relations Overview” by Vickie Hicks, Community Relations Director.

Programs, Services and Technology Committee will move to a monthly meeting schedule. Committee members were invited to raise any objections. A schedule will be established accordingly.

Institutional Advancement Report

The spring fundraiser, Mahjong Night, was held March 12. The event was a success, with 15 tables and 62 participants, including snacks and music. The Ava Louise Smith funds have been successfully transferred to Commerce Trust, the selected investment manager. Grants have been received and others are in progress to support various initiatives, including new staff PCs, early learning backpacks, upgrades to children's spaces, and the summer reading program. Specifically, \$3,700 was received from the Republic Philanthropic Society to support the purchase of produce for the community fridge in Republic.

Executive Director's Monthly Report

Details of the Executive Director's Report can be found on the packet. The Compensation, Classification, and Benefits study and preparation of the budget were completed. A legislative update reported that approximately 100 bills have been filed that could affect the library. ARPA-funded projects are nearing completion.

New Business

February Monthly Comparisons, February 2026 Board Report and February 2026 Raw Data were reviewed.

Miscellaneous Items of Business

- **Board Retreat:** The Board Retreat scheduled for April 21, 2026, from noon to 4:00 PM at the Community Foundation of the Ozarks, Hospitality Room (1st Floor), 300 S. Jefferson Avenue, Springfield, MO 65806, and lunch will be provided.

FY2027 Proposed Budget Review: Board members were encouraged to review the FY2027 Proposed Budget and submit any questions to the Executive Director or Finance Director. The goal is for all members to have an opportunity to review the budget and address questions in preparation for consideration at the April Board meeting.

Adjournment

Motion to adjourn was made by Carol Anne Robinette; seconded by James Nevins. The motion was approved (7 yes, 0 no). The meeting adjourned at 4:55 pm.