

## Missouri Evergreen Executive Board Meeting

July 28, 2022

Attendance: Sue Lightfoot-Horine, Anmarie Gibson, Rhonda Busse, Kate Coleman, Ron Eifert, Jeff Trinkle, Carrie Cline, Steve Campbell, Mickey Coalwell, Shannon Midyett, Rebecca Payne

The meeting was called to order by President Sue Lightfoot-Horine at 2:04 PM.

June and July minutes will be approved at August board meeting.

### **Old Business**

Cataloging Chair-Mr. Whitmore is done. Ms. Coleman had previously mentioned taking over. Ms. Lightfoot-Horine asked the board if they felt the consortium cataloger should also be cataloging chair. Ms. Coleman doesn't want to through a new employee in as chair. Mr. Eifert shared that the new committee members are not comfortable with the role and he and Ms. Coleman have already served. Ms. Coleman stated that she doesn't mind. Ms. Lightfoot-Horine asked if it is voluntary or if the appointment requires a vote. Mr. Campbell couldn't remember what the bylaws say. General consensus is that it can be an appointment from the executive chair.

Ms. Lightfoot-Horine appoints Kate Coleman as Cataloging Committee Chair.

Next, Ms. Lightfoot-Horine asked if the board needs to hold an exit interview with Mr. Whitmore. Since there is no equipment or keys to collect an exit interview doesn't seem necessary. Ms. Payne suggested changing passwords. Mr. Coalwell suggested a handoff as opposed to an exit interview.

Mr. Eifert shared updates on the new cataloger interviews. One candidate from an Evergreen system in Pennsylvania has been interviewed. A Missouri candidate will be interviewed next week, and a third from Indiana is in communication.

Ms. Lightfoot-Horine moved on to the marketing & promotion budget. She feels the users conference needs to be promoted. She asked Mr. Campbell to share his concerns. He wonders how it will look to tell members that there is not a large budget for staff, but then spend money on swag. Ms. Lightfoot-Horine and Mr. Coalwell both felt that the \$2,500 is negligible when a staff position is significantly more.

Ms. Midyett shared some updates for the onboarding committee. Since there has been a higher volume of staff turnover at member libraries, it has become evident that there needs to be more training available for new staff. The onboarding committee is tackling a process to smooth the transition. Mr. Coalwell also shared that the State Library is in the process of hiring a development coordinator who will be connecting with new directors and that can be a potential avenue, as well.

### **New Business**

The User Conference is in April 2023 at the Morenet offices in Columbia. Mr. Coalwell is working on details.

Barton County begins their training process for migration August 4<sup>th</sup>. They will go live in November. Stone County and Neosho County will be the mentor libraries.

Ms. Lightfoot-Horine presented the Fiscal Year 2022-2023 Budget proposal. Of note, the LSTA grant was not approved for staff expenditures. The reserve policy has been met, which is 50% of annual budget. Ms. Midyett shared that the process for migration expenditures is changed because of grant changes. Missouri Evergreen will bill migrating libraries a prorated amount for hosting fees, and Equinox will bill Missouri Evergreen a prorated fee for hosting services for the migrating library. It was missed in the FY22 budget. Ms. Midyett asked Mr. Coalwell if the budget included the LSTA funding for the user conference, but he wasn't sure and will have to review. Ms. Coleman asked if the budget could be approved in that case? The board agreed that it could be approved and amended later if necessary. Mr. Eifert made a motion to approve. Ms. Cline seconded. All in favor. **Motion Carried.**

Ms. Lightfoot-Horine shared the current financial report. Mr. Trinkle shared that Shannon did a lot of the work on the financials. She mentioned that the line item for Marcive shows a negative right now because of the change to the billing cycle. Ms. Lightfoot-Horine shared that she believes Amigos will bill in September, but it will be marked as receivable for August 31, so it will post to the FY 21-22 budget. Mr. Coalwell also mentioned that there is still one grant payment on the way.

Mr. Trinkle reiterated that the reserve budget has been met.

Ms. Midyett also stated that the development fund was left in place.

Ms. Coleman made a motion to adjourn. Mr. Trinkle seconded. **Meeting Adjourned.**