



**Springfield-Greene County Library Board of Trustees  
June 18, 2013  
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, June 18, 2013, at 4:00 p.m. at the Library Center, 4653 S. Campbell, Springfield, Missouri. Members of the Board of Trustees were present or absent as follows:

**Present/Absent**

David Richards, President and Member:	Present
Kenton DeVries, Vice President and Member:	Present
James Jeffries, Secretary and Member:	Present
Kim Kollmeyer, Treasurer and Member:	Absent
Leslie Carrier, Member:	Present
Martha Crise, Member:	Present
Cheryl Griffeth, Member:	Present
Vickie Hicks, Member:	Present

Disposition of Minutes: Hicks moved to approve the minutes of the regular session of May 28, 2013; Crise seconded. Carrier yea, Crise yea, DeVries yea, Griffeth yea, Hicks yea, Jeffries yea, Richards yea. Motion carried.

Standing Committees:

Finance and Personnel Committee: The committee reviewed the monthly financial statements. Through May, or 91.7 percent of the fiscal year, the Library was 9.8 percent under budget. Year-to-date revenues totaled \$12,809,440.61 versus \$11,462,585.73 in expenses. Operating cash through the end of May totaled \$7,975,613.11. Total tax revenues are at 99.1 percent of budget. Trust income and interest income are higher than budgeted, and overall revenues are at 98.1 percent. For expenses, the personnel budget is at 85.5 percent with a favorably low health claims year in 2012-2013. Operating and maintenance are at 70.9 percent, with total operating expenses at 81.4 percent.

Cooper presented the proposed budget. Tax revenues were projected based on the current year plus a 2.5 percent increase. State aid is projected to be flat, with \$8,000 expected from Athlete and Entertainer tax disbursements from the State of Missouri. Salaries are budgeted with an increase of step plus two percent for those on the track, and two percent increase for those at the top of the track. New positions were added or hours increased in Collection Services, Human Resources, the Edge, and Walking Books. The Edge will be open more hours with more drop-in training opportunities offered. Walking books will hire a 20-hour per week clerk to increase service capacity for that program. A Library Assistant position is added at the Strafford Branch. Personnel costs will comprise 59% of the operating budget. The health insurance claims budget is increased by 15 percent. The library collections budget is increased to 20 percent of the operating budget with a total of \$2,359,971. A \$50,000 contingency fund has been built in for unexpected expenses.

Total income is projected at \$13,392,487. With carry-forward money, the total budget is \$19,239,548. Total operating expenses are budgeted at \$14,155,749. Hicks moved to approve the proposed 2013-2014 budget as presented; Jeffries seconded. Carrier yea, Crise yea, DeVries yea, Griffeth yea, Hicks yea, Jeffries yea, Richards yea. Motion carried.

Buildings and Grounds Committee: The roof is complete at the Library Center. Since it was under budget, the fire control panel is being replaced also. Interior columns affected by the roofing job will also be repaired. Tom Rankin of Sperry Van Ness asked permission to show the acreage adjacent to the Library Center. The rezoning hearing for the Brentwood Branch property on Wayland Street held on May 30 was approved by the board. The next step was a reading on June 17, and Associate Director Jim Schmidt attended and spoke, with no questions from the City Council. The final vote will occur at the July 1 City Council meeting. A new security company has been retained beginning July 1, 2013. A new traffic counter has been installed at the Park Central Branch, and a new reference desk has been installed at the Midtown Carnegie Branch.

Report of the Director:

A Big Read grant of \$6,000 has been awarded by the National Endowment for the Arts. The Friends of the Library has also pledged a matching \$6,000 grant for Big Read programming. The 2014 Big Read title will be *The Call of the Wild* by Jack London.

Funding and Business Information Center grant implementation has begun. Furniture has been rearranged, computers are being installed and a new high-quality color printer has been delivered. An official grand opening is scheduled for July 22.

The Summer Reading Program continues through the summer for all ages from birth through adults. Funding for events comes from a Library Services and Technology Act grant and from Friends of the Library.

Legislators will visit the Library District to read to children at story times at branches in the districts where they serve.

Self-service fax machines have been added to the Library Station, the Brentwood Branch and Republic Branch. Self-service fax is planned to be available at all library branches.

Thirteen staff members attended a national training event, Lead the Change, presented by the *Library Journal* on June 5 in Jefferson City. The training was provided free to participants through a grant from the Missouri State Library in cooperation with MOBIUS.

Foundation Update: Foundation and Development Director Valerie Richardson reported that the Brentwood Capital Campaign video is in the editing bay and needs background footage. Richards plans to show it at the July Board of Trustees meeting. Richards met with architects last week for direction on the language to use on the marketing materials. The Friends of the Library have paid \$100,000 so far of their \$300,000 pledge. Richards is beginning to write grants and putting grant packages together. The kickoff date will be in the first two weeks of August. Richardson will meet with Capital Campaign Chairs Brooke O'Reilly and Stephanie Stenger to outline where events will take place, and there will be a Foundation Board meeting on Monday, June 24. At that time, the Foundation Board will approve the fund-raising goal. The Foundation was awarded a grant for e-readers for young adults.

Miscellaneous Items: President Richards has formed a nominating committee: Carrier, Jeffries, and DeVries have met, and a slate of officers will be presented at the July board meeting.

Cooper reported that the County has officially appointed Steven Ehase and Michelle Nahon Moulder to the board. The Mayor of Springfield will appoint Andrea McKinney on July 1 at their Council Meeting. Cooper will be in touch with the new board members and give them an orientation.

The board recognized and congratulated Edge Community Technology Center Manager Jazy Mihalik upon her retirement.

The board also recognized Trustee Carrier and Trustee Crise for their service on the board.

Crise made a motion to adjourn; Carrier seconded. Carrier yea, Crise yea, DeVries yea, Griffeth yea, Hicks yea, Jeffries yea, Richards yea. Motion carried.

The meeting was adjourned at 4:30 p.m.

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Board of Trustees

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Director of Business Operations