



**Springfield-Greene County Library Board of Trustees
November 16, 2004
Minutes**

The Springfield-Greene County Library Board of Trustees met on Tuesday, November 16, 2004, at the Brentwood Branch Library.

Members present: Bruce Chrisope, Krystal Compas, Cherri Jones, Bill Mauck, Morey Mechlin, Stephanie Stenger-Montgomery, Rodney Nichols, Jean Woody

Member absent: Gary Funk

Brentwood Branch Manager Marilyn Prosser gave a brief overview of the Brentwood Branch Library. The Brentwood Branch adopted Holland Elementary and held a school night at the branch. Art work from Holland Elementary was displayed for National Book Week.

Disposition of Minutes: Jones moved to approve the October 19, 2004, minutes. Compas seconded. Chrisope yea, Compas yea, Jones yea, Mauck yea, Mechlin yea, Montgomery yea, Nichols yea, Woody yea. Motion carried.

Finance/Personnel: Auditor Rob Rebmann of Roberts, McKenzie, Mangan and Cummings presented the annual auditing report for the 2003-2004 budget year. Their opinion was unqualified, the best rating a firm can give an organization. Net assets exceeded liabilities by \$7.2 million for the audited period. This is the first audit since accounting and business functions were brought in-house. The Library also implemented a new financial reporting model, as required by the provisions of GASB Statement 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*. The management letter recommended increasing the capitalization threshold for capital assets from \$1,000 to \$5,000 or greater. They also recommended reviewing the general ledger detail for capital asset expenditures on a monthly basis and add the items to the inventory at that time. To strengthen controls over the Library's funds, they recommended all invoices be reviewed by management and marked as approved before an invoice can be paid.

In October, the Library was 1.8% under budget. Income included payments on the LSTA Ellis software and MOBIUS grants and the Missouri Humanities Council grant. Miscellaneous income included lunch reimbursements and registration fees from the Libris Design Workshop attendees, reimbursement for returned merchandise and meeting room meal fees.

Expenses included the annual service agreement on the self-check machines from Account 5373 Office Equipment Repairs and Libris Design workshop fees from Account 5397 Training. Account 5371 Building Repair included semi-annual inspection of the roof and downspouts at the Brentwood Branch and door and sewer repairs at the Library Station. Account 6415 Computer Equipment included software subscriptions, hard drives and HVAC control software. The Library has borrowed \$255,000 from the line of credit at The Signature Bank.

Chrisope moved to accept the financial report as presented. Compas seconded. Chrisope yea, Compas yea, Jones yea, Mauck yea, Mechlin yea, Montgomery yea, Nichols yea, Woody yea. Motion carried.

Human Resources Manager Ellen Kerr reviewed the health insurance options for 2005. The Library will be able to remain with Cox Health Systems for health insurance for fulltime employees with no increase in rates. The plan includes the same HMO and HMO with POS options with an added "Choice Plus PPO" plan for dependents that is significantly less than last year's premiums.

Chrisope moved to renew the current health insurance plan with Cox Health Systems with no increase in rates and offer the additional Choice Plus PPO option to staff. Woody seconded. Chrisope yea, Compas yea, Jones yea, Mauck yea, Mechlin yea, Montgomery yea, Nichols yea, Woody yea. Motion carried.

Building and Grounds: New sewer pipes that serve Panera Bread have been installed at the Library Station. The contract states that Panera Bread is to pay for sewer repair.

The transformer at the Library Station is leaking oil and will need to be replaced. The Library is purchasing a rebuilt transformer, and the Library Station will need to close a day to install the transformer.

The Buildings & Grounds Committee will travel to North Kansas City on November 18 to view a site where a high school and public library share a facility.

Programs/Services/Technology Committee: The committee met prior to the Board meeting. Computer Services Manager David Patillo reviewed the technology plan. The next committee meeting will be held in January 2005.

Library card registrations decreased 1.5% with a total of 1,744 new cardholders in October. Circulation increased 5% with 246,250 materials circulating systemwide. Systemwide, 1,480 groups used the meeting rooms with an attendance of 12,808 and 245 programs were held with an attendance of 4,516. The web server had a total of 10,042,149 hits during the month of October and there were 336,816 searches from the Library's electronic products

Report of the Director: The Library received national recognition in the California State Library's newsletter after providing training on the Libris DESIGN facilities planning software.

For the past two years the Library has contracted with Lanter Delivery Service to transport books to and from academic institutions around the state. A library network in the Kansas City area is now trying to establish a public library delivery network that will link with this academic network. For \$3,200 per year, we will be able to deliver and receive thousands of interlibrary loan materials and, in the process, save money on postage costs. The Library will also be able to get the materials faster than through the postal service.

Missouri Library Legislative Day will be held in Jefferson City on February 2, 2005, and the American Library Association's National Legislative Day will be held on May 3-4 in Washington, D.C.

New Business: District Reference Manager Donna Bacon reviewed the proposed increases in color and 11" x 17" copies for computer printouts. Patrons will pay 25 cents for 8 ½" x 11" color computer printouts, but the cost for black and white printouts will remain the same. Revisions also included increasing the cost for 11" x 17" copies for computer printouts to 20 cents each for black and white and 50 cents each for color.

Chrisope moved to raise the fees for computer printouts and accept the Photocopies and Fax Policy and the Copying Machines and Computer Printing Policy. Nichols seconded. Chrisope yea, Compas yea, Jones yea, Mauck yea, Mechlin yea, Montgomery yea, Nichols yea, Woody yea. Motion carried.

Miscellaneous Items: Bruce Chrisope was the employer representative at the LAGERS Annual Meeting on October 28-29, 2004, in Springfield. Chrisope reported that LAGERS is a defined benefit program in which the Library pays the employees' contributions. Nancy Yendes was re-elected as the Member Trustee and Frank Buck was re-elected as the Employer Trustee.

The December meeting will be a joint meeting between the Library Board and the Library Foundation Board.

The meeting adjourned at 5 p.m.