



**Springfield-Greene County Library Board of Trustees  
December 18, 2012  
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, December 18, 2012, at 4:00 p.m. at the Midtown-Carnegie Branch Library, 397 E. Central Street, 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:	Absent
Vickie Hicks, Member:	Present
Jim Meadows, Member:	Present

The President of the Board of Trustees declared that a quorum was present and called the meeting to order.

Disposition of Minutes: Hicks moved to approve the minutes of the regular session of October 16, 2012; Carrier yeas, Crise yeas, DeVries yeas, Hicks yeas, Jeffries yeas, Meadows yeas, Richards yeas. Motion carried.

Hicks moved to approve the minutes of the regular session of November 20, 2012; Hicks seconded. Carrier yeas, Crise yeas, DeVries yeas, Hicks yeas, Jeffries yeas, Meadows yeas, Richards yeas. Motion carried.

Finance and Personnel Committee: Through November, or 41.7 percent of the fiscal year, the Library was 5.6 percent under budget. Year-to-date revenues totaled \$942,105 versus \$5,025,770 in expenditures. Operating cash through the end of November totaled \$2,505,422. The Executive Director self-evaluation questions will be decided by the Finance-Personnel Committee by Thursday December 20. The final questions will be sent to Cooper by January 2, 2013. She will have her answers to Meadows by January 10. The Finance-Personnel Committee will plan on a closed session on January 14, 2013, and a closed session of the full board will occur on January 15, 2013. The evaluation questionnaire for the administrative staff and the Board of Trustees will consist of the same questions as last year, with a deadline for return to Meadows of January 4, 2013.

Hicks moved to approve the audit for the year ended June 30, 2012; DeVries seconded. Carrier yea, Crise yea, DeVries yea, Hicks yea, Jeffries yea, Meadows yea, Richards yea. Motion carried.

Buildings and Grounds Committee: Carrier reported:

- The AIA contract with Dake-Wells has been signed by both parties. An engineer has done a site survey of the tract of land around the Brentwood building. The next meeting with the staff and architects will be in February.
- The Wayland Avenue house may be salvageable by Habitat for Humanity.
- The IT department has a new storage shed in the Library Center staff parking lot.
- On the recommendation of the consulting team, the HVAC for the Library Center will be postponed until the 2013-2014 fiscal year.
- The audio-visual materials at the Library Station were moved several feet away from the public computers.

Programs-Services-Technology Committee: Hicks reported that Library Center Local History Manager Brian Grubbs will present the program that he had presented at the committee meeting.

Report of the Director:

- The Ozarks Literacy Council has completed the move of their office to the lower level of the Midtown-Carnegie Branch Library.
- Live chat and text are now available to patrons for research help from the Reference Department.
- Fold3 is a database that is now available to patrons for genealogical and historical research.
- The Holiday Store, sponsored by the Between Friends Gift Shops at the Library Center and the Library Station, ended December 2 with sales totaling \$8,026.21. The proceeds supplement the Summer Reading Program.
- PeopleCentric conducted personality assessments of supervisors for training.
- The Battle of Springfield programming will be detailed by Library Center Local History Manager Brian Grubbs.
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Foundation Update: Foundation Director Valerie Richardson presented an overview of the stages that the Brentwood capital campaign will go through. There will be a Foundation capital campaign committee meeting in March 2013.

Board Education: Library Center Local History Manager Brian Grubbs presented the plans for commemorating the Battle of Springfield during the month of January 2013. Informational brochures and bookmarks were produced by the Community Relations Department, and commemorative lapel pins will be given out to the public. Programs include a guided bus tour, several traveling and static exhibits, musical and reenactment programs, lectures, and a multi-media web site to be unveiled January 7, 2013.

New Business:

- The board considered the status and purpose of the Programs-Services-Technology Committee. Hicks moved to change the frequency of Programs-Services-Technology Committee meetings to quarterly; Crise seconded. Carrier yea, Crise yea, DeVries yea, Hicks yea, Jeffries yea, Meadows yea, Richards yea. Motion carried.
- A new policy titled “Reduction in Force Policy” was introduced for discussion. Hicks moved to approve the policy with the last line removed. Hearing other discussion, she withdrew her motion. Cooper was asked by the board to consult with Kent Brown, consulting attorney for Missouri Library Association members, and then to take the information through the Finance-Personnel Committee for further review.
- An addition to the General Conduct Policy was introduced, adding the following at the end of the current policy:

“To enhance safety, security and service for all, the Library reserves the right to ask patrons to relocate to another area of the building.

These rules are considered to be illustrative and not all-inclusive.”

Hicks moved to approve the policy as amended; Meadows seconded. Carrier yea, Crise yea, DeVries yea, Hicks yea, Jeffries yea, Meadows yea, Richards yea. Motion carried.

Miscellaneous Items:

- Becka Clemens, retiring reference assistant for the Midtown-Carnegie Branch, was recognized by the board for her 29 years of service to the Library District.
- Approval of closed session minutes:
  - Hicks moved to go into closed session for approval of the closed session minutes from August 21, 2012; Crise seconded. A roll call vote was taken: Carrier yea, Crise yea, DeVries yea, Hicks yea, Jeffries yea, Meadows yea, Richards yea. Motion carried.
  - Hicks moved to approve the closed session minutes; Meadows seconded. Carrier yea, Crise yea, DeVries yea, Hicks yea, Jeffries yea, Meadows yea, Richards yea. Motion carried.
  - Hicks moved to adjourn the closed session; Crise seconded. A roll call vote was taken: Carrier yea, Crise yea, DeVries yea, Hicks yea, Jeffries yea, Meadows yea, Richards yea. Motion carried.

The meeting adjourned at 5:25 p.m.

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Board of Trustees

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Director of Business Operations