



**Springfield-Greene County Library Board of Trustees  
May 28, 2013  
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, May 28, 2013, at 4:00 p.m. at the Strafford Branch Library, 101 South Highway 125, Strafford, 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:	Absent
Kim Kollmeyer, Treasurer and Member:	Present
Leslie Carrier, Member:	Absent
Martha Crise, Member:	Present
Cheryl Griffeth, Member:	Absent
Vickie Hicks, Member:	Present

Disposition of Minutes: Hicks moved to approve the minutes of the board retreat of April 16, 2013; Crise seconded. Crise yea, DeVries yea, Hicks yea, Kollmeyer yea, Richards yea. Motion carried. Hicks moved to approve the minutes of the regular session meeting of April 16, 2013; Crise seconded. Crise yea, DeVries yea, Hicks yea, Kollmeyer yea, Richards yea. Motion carried.

Standing Committees:

Finance and Personnel Committee: Kollmeyer reported that the committee reviewed the monthly financial statements. Through April, or 83.3 percent of the fiscal year, the Library was 8.7 percent under budget. Year-to-date revenues totaled \$12,669,179.24 versus \$10,449,443.08 in expenses. Operating cash through the end of April totaled \$8,877,200. Total tax revenues are at 98.4 percent of budget. The Library is under budget with most personnel budget lines. The final Library Center roof repair costs will appear on next month's financials.

Cooper presented the preliminary budget for 2013-2014. The Library is anticipated to end the current budget year with approximately \$6.65 million in cash. The preliminary budget is based on a two percent tax revenue increase. State aid is projected to remain flat. Grants have been projected based on the Over There digitization grant, Big Read 2014, Dollar General, and others. Test proctoring is budgeted to bring in \$5,000. The personnel budget is based on a step increase plus two percent for those on the track, and two percent raise for those topped out on the track. The Human Resources payroll position will be full-time, and a full-time library assistant is added to the Strafford Branch staff. The goal is to have a full-time staff at every branch. Health care has been budgeted with a 15 percent increase for July through December, since the insurance runs the calendar year. The library collections budget is set at 20 percent of the total operating budget. Also included is a \$50,000 contingency fund.

Buildings and Grounds Committee: Richards reported that he and Griffeth had met with the co-chairs of the Brentwood capital campaign committee and Jason Hainline of Dake Wells Architecture to discuss LEED certification and raising money for the project, and subsequently they invited Hainline to the Buildings and Grounds Committee meeting. Richards presented the recommendation of the committee that the Brentwood renovation project go for LEED certification and that the budget be set at of \$2.5 million. Upon that recommendation, the board voted: Crise yea, DeVries yea, Hicks yea, Kollmeyer yea, Richards yea. Motion carried.

The Wayland property deconstruction continues, but there is a delay in the sale of recycled materials due to weather. The boiler at Brentwood passed inspection. The new roof at the Library Center is finished. The Library Station will have its 10<sup>th</sup> anniversary celebration on June 29. The Park Central branch has a repaired cork floor.

Programs-Services-Technology Committee: Crise reported for the committee that Planning and Development Librarian Gay Wilson and Library Center Branch Manager Lorraine Sandstrom presented to the committee on the R-Squared Conference, about creativity and keeping libraries relevant. They will present an abbreviated version later in the meeting.

Report of the Director:

- The Friends of the Library book sale took in \$115,488.92.
- Attendance at Big Read programs in April numbered 4,944 over last year's attendance of 1,824.
- This year's Summer Reading Program will include now include programs for children from birth to 36 months.
- The Library is working with the United Way of the Ozarks and other entities to bring Dolly Parton's Imagination Library to Greene County. Each child who registers will receive an age-appropriate book each month by mail until age 5. The books will be free to the children.
- A visit from author Margaret Stohl on April 30 concluded the Library's Big Read programming. Her visit was funded by the Friends of the Library and the National Endowment for the Arts in partnership with Arts Midwest. In addition to speaking to more than 200 people at the Springfield Art Museum, she also spoke to students at Study Middle School and Hillcrest High School. Students, teachers and parents expressed their enthusiasm and appreciation.
- The Library has been awarded a Library Services and Technology Act digital imaging grant for \$74,304 to help fund the World War I project Over There: Missouri and the Great War.
- Former Board of Trustees member Bill Mauck passed away this month. In lieu of flowers, the family suggested that memorial contributions be made to the Springfield-Greene County Library Foundation.
- The annual Edible Books and Iron Chef competitions that launched this year's Big Read were featured in the National Endowment for the Arts Big Read blog, <http://bigreadblog.arts.gov/>.

- Over There: Missouri and the Great War was featured in “Centenary News: First World War,” a United Kingdom-based website designed to promote events, news and other items of interest related to centennial events, <http://www.centenarynews.com/article?id=721>
- The Library will be one of the first entities to participate in the Springfield Police Department’s training, Business Watch. The training is designed to help staff create clean and inviting buildings that are crime-free. The training will be offered in June at the Library Center and Library Station.

Foundation Update: Foundation and Development Director Valerie Richardson reported that on July 1 there will be more board members. Brooke O’Reilly and Stephanie Stenger are co-chairs of the Brentwood Capital Campaign Committee, and LEED certification is a priority for them. A video is being filmed for the capital campaign. They will meet with Dake Wells project director Jason Hainline to work on the narrative for the printed materials. They will have a package put together within a few weeks for the kickoff.

Board Education: Library Center Branch Manager Lorraine Sandstrom and Planning and Development Librarian Gay Wilson presented to the board on the R-Squared Conference held in Colorado last fall. The conference was designed to bring creative ways of thinking about libraries and what they can do to remain vital and relevant to their patrons.

Miscellaneous Items: Cooper reported that she sent a letter to Secretary of State Jason Kander regarding state support of public libraries. The board agreed to draft its own letter to Kander in the near future.

The board discussed the selection of new board members beginning July 1, 2013. Cooper will call the city and county with recommendations soon.

Cooper presented the proposed new policy “Electronic Records Retention Policy: Official Status of Electronic Copies.” Crise moved to adopt the policy as stated. Hicks seconded. Crise yea, DeVries yea, Hicks yea, Kollmeyer yea, Richards yea. Motion carried.

The board recognized and congratulated Midtown-Carnegie Branch Manager Jim Miller upon his retirement.

DeVries made a motion to adjourn; Kollmeyer seconded. Crise yea, DeVries yea, Hicks yea, Kollmeyer 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