



**Springfield-Greene County Library Board of Trustees  
April 19, 2016  
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, April 19, 2016, at 4:00 p.m. at 3333 S. National Avenue, Springfield, Missouri.

Members of the Board of Trustees were present or absent as follows:

**Present/Absent**

Michelle Moulder, President and Member:	Present
Andrea McKinney, Vice President and Member:	Present
Steven Ehase, Secretary and Member:	Present
Michele Risdal-Barnes, Treasurer and Member:	Present
Derek Fraley, Member	Present
Bill Garvin, Member	Present
James Jeffries, Member:	Present
Ashley Norgard, Member	Present
Matthew Simpson, Member:	Present

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

Disposition of Minutes: McKinney moved to approve the minutes of the regular session of March 15, 2016; Ehase seconded. Ehase yea, Fraley yea, Garvin yea, Jeffries yea, McKinney yea, Moulder yea, Norgard yea, Risdal-Barnes yea, Simpson yea. Motion carried.

Standing Committees:

Finance and Personnel Committee: Expenses were at 6 percent under budget for the year. Total tax revenues were at 98.1 percent of budget for the year. Most budgets and budget categories were on target for the year. Passport revenue was at 138 percent of budget. Gift shop income was higher than budget but will normalize with the second annual payment to the Library. The Foundation income was due to reimbursements on Brentwood project architect fees.

Operating expenses were lower than anticipated, driven partly by lower than anticipated health insurance claims. Insurance premium costs were higher than budgeted due to an extra exhibit rider. Tax collection fees were at 99.4 percent and almost completed for the year. Total operating expenses for the month were \$1,054,333.04.

Cooper presented the proposed budget revisions for fiscal year 2015-2016. Revisions to revenue included unanticipated grant revenue, Foundation grants and Friends grants. Passport revenue will also be marked up to \$125,000. In expenses, the discretionary markups included reallocating the funds for the Dewey Lite shelving, since that project was postponed. Also, the tools budget was marked up due to the theft from the Buildings and Grounds van. There were some mark-downs including a scissor lift purchase, since it was determined that leasing would be more economical than buying. In addition, the project to lower the height at the Library Station drive-up window was postponed. IT budgets were revised because of E-rate expenses. The Willard branch capital furniture budget was marked down since furniture from the old Brentwood Branch was in good condition and was repurposed at Willard. Simpson moved to approve the revised 2015-2016 budget as presented; McKinney seconded. Ehasz yea, Fraley yea, Garvin yea, Jeffries yea, McKinney yea, Moulder yea, Norgard yea, Risdal-Barnes yea, Simpson yea. Motion carried.

Buildings and Grounds Committee: Garvin presented the report for the Buildings and Grounds Committee.

- The Strafford Branch ribbon cutting ceremony was held on April 2 and was well attended. Greene County Presiding Commissioner Bob Cirtin attended. Replacement of study room doors with doors having glass panels still remained to be completed, but otherwise the renovation was substantially complete, and was done at a cost of about \$2,000.
- The Brentwood Branch closed Saturday, April 16 and the temporary location opened Tuesday, April 19. The official opening date for the Brentwood temporary location was set for May 3, 2016 at 10:30 a.m. to 6:30 p.m. on Tuesday through Saturday. Furniture not used in the renovated branch will go on sale Friday April 22 for staff, and Saturday April 23 to the public. An open house will be held on Saturday April 22 from 1:00 p.m. to 3:00 p.m. and the Hardhats and Highballs fund raiser will be from 6:00 p.m. to 8:00 p.m. Demolition begins the first week of May.
- The loading dock for the Friends of the Library storage building near the Midtown Carnegie Branch was damaged by a truck backing in, and was repaired by the Buildings and Grounds department. A pole with flag was installed to prevent similar events in the future.
- The Library Center was treated for an infestation of brown recluse spiders. There were also birds roosting under the front canopy in spite of preventative design elements built into the canopy.
- The men's restroom renovation was awarded to Kenmar Construction and Connelly Plumbing.
- The Buildings and Grounds department refinished a number of damaged doors.
- The rusted back steps at the Library Station were refurbished by the Buildings and Grounds department and new tread installed.
- HVAC spring maintenance was being done district-wide.
- The cost estimate for replacement of the steps at Midtown was about \$155,000.

Report of the Director:

- Local History and Genealogy Department Manager Brian Grubbs has been named a 2016 Mover & Shaker by *Library Journal*. Brian was named to this year's class for his role in

developing digitized collections at the Library. He is the second staff member to receive this honor.

- The Public Library Association held its biennial conference in Denver, Colorado, the first week in April. Four staff members attended the conference and brought back information to share with other staff members.
- Forty staff will be participating in a city-wide challenge from the Health Living Alliance called “Move Your Shoes.” Staff members will count their steps every day, and at the end of the first week, the Library was in seventh place. Human Resources Manager Lori Strawhun challenged staff to continue their efforts in order to stay healthy. The challenge runs through May 6.
- The Wolfner Talking Book and Braille Library is adapting the Library’s Racing to Read program for use by blind patrons. The Wolfner Library serves 11,000 patrons throughout Missouri, including patrons of our district.
- The bill that provides the state funding for libraries is currently in conference. At this time, State aid has been raised to almost 50 cents per capita and the REAL monies have been increased by \$750,000, an improvement over the governor’s budget recommendation. Associate Director Jim Schmidt will attend the final Springfield Metro Partnership Legislative Breakfast of the session in Jefferson City on April 20.
- Temporary service for the Brentwood Branch will open at 10:30 a.m. on May 3 in the Brentwood Center at 2720 S. Glenstone Ave. Patrons can pick up holds there beginning April 19. The temporary location will be open Tuesday through Saturday from 10:30 a.m. to 6:30 p.m. Estimated construction time for the new branch building is six to nine months.
- A television screen has been mounted on the wall in the Local History and Genealogy Department at the Library Center. It will feature slides that focus on services and programming in that department. This new installation joins other screens throughout the district that alert visitors to activities going on in the Library.
- The Smithsonian Institution traveling exhibition, “Exploring Human Origins: What Does It Mean To Be Human?” opens on May 9 in the Library Center concourse. The Library District is one of 19 public libraries across the country to host the traveling exhibition. Featuring panels, interactive kiosks, hands-on displays and videos, the exhibit explores milestones in the journey to becoming human. The exhibit runs through June 2 and is accompanied by a variety of related programs including community discussions and talks by Smithsonian Institution scientists.
- The Programs-Services-Technology Committee will not meet in May, and instead, the board will be invited to a preview visit on Exploring Human Origins.
- The Friends of the Library book sale will begin April 26 for preview sale day.

Foundation Update: Richardson reported that the Brentwood capital campaign is getting close to completion, with \$65,500 remaining in the campaign goal. The Foundation board has committed to raising \$2,500 each. Some recent donations include the Harry Cooper Foundation (\$50,000) five divisions of the O’Reilly Family (\$50,000), Bea Payne Stewart (\$5,000), Jack Stack (\$10,000), and the Stenger family (\$25,000). The campaign can still be promoted by providing donor wall information: donations of \$1,000 and over will be recognized on the donor wall. The Foundation will do a couple of mailings in the next week to two weeks. One will be an effort to upgrade prior donations to the \$1,000 level, and a second will target larger donations. Some

grant requests are pending. Saturday, April 23 will be Hardhats and Highballs, and tickets will be available until Wednesday, April 20. The major donor to the ReNew Brentwood capital campaign, Jewell Schweitzer, has suggested the branch be named the Schweitzer Brentwood Branch Library. Ehasz moved to approve the naming of the renovated Brentwood Branch to the Schweitzer Brentwood Branch Library; Norgard seconded. Ehasz yea, Fraley yea, Garvin yea, Jeffries yea, McKinney yea, Moulder yea, Norgard yea, Risdal-Barnes yea, Simpson yea. Motion carried.

Adjournment: McKinney moved to adjourn the regular session; Garvin seconded. Ehasz yea, Fraley yea, Garvin yea, Jeffries yea, McKinney yea, Moulder yea, Norgard yea, Risdal-Barnes yea, Simpson yea. Motion carried.

The regular session was adjourned at a 4:50 p.m.

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Board of Trustees

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Director of Business Operations



**Springfield-Greene County Library Board of Trustees**  
**April 19, 2016**  
**Minutes**  
**Board Retreat**

The Board of Trustees of the Springfield-Greene County Library District met in open session for the annual board retreat on Tuesday, April 19, 2016, at 12:00 p.m. at 3333 S. National Avenue, Springfield, Missouri. Members of the Board of Trustees were present or absent as follows:

**Present/Absent**

Michelle Moulder, President and Member:	Absent
Andrea McKinney, Vice President and Member:	Present
Steven Ehase, Secretary and Member:	Present
Michele Risdal-Barnes, Treasurer and Member:	Present
Derek Fraley, Member	Present
Bill Garvin, Member	Present
James Jeffries, Member:	Absent – arrived later
Ashley Norgard, Member	Present
Matthew Simpson, Member:	Absent

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

Review of Strategic Plan: Cooper reviewed the strategic plan and the status of the objectives that are in process at this time. These included collecting data to evaluate and adjust weekend operating hours, developing wireless printing capabilities for patrons, enhancing self-service opportunities, looking at analytics to enhance marketing, creating a people-friendly glossary of library language, replacing HVAC systems, and combining a new meeting room coordinator / adult programming coordinator position mid-year.

Brentwood Status Report: Jason Hainline from Dake Wells Architects and David Ross from Morelock-Ross Builders presented samples of materials and a preliminary timeline for the Brentwood renovation project. Ross estimated 6 ½ to 7 months for a target completion date. Subcontractors will be selected by the next board meeting.

[Jeffries entered the meeting.]

District-Wide Statistics: Planning and Development Librarian Gay Wilson presented statistical information with graphs and charts that illustrated one-year and five-year trends in circulation,

traffic, technology usage, passport revenue, meeting room use, and Summer Reading Program participation.

Benchmark Libraries: Cooper presented her study of benchmark libraries, discussing the characteristics for comparison. The Public Library Data Service (PLDS) survey offers data for analysis and comparison in areas such as salaries, circulation counts, patron traffic, etc.

Exploring Human Origins: Cooper briefed board members on the talking points developed for the Exploring Human Origins exhibit, should they be contacted by concerned patrons.

The retreat portion of the meeting was adjourned at 3:30 p.m.

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Board of Trustees

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Director of Business Operations