



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

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, January 19, 2016, 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

Michelle Moulder, President and Member:	Present
Andrea McKinney, Vice President and Member:	Present
Steven Ehase, Secretary and Member:	Absent
Michele Risdal-Barnes, Treasurer and Member:	Present
Derek Fraley, Member	Present
Bill Garvin, Member	Present
James Jeffries, Member:	Absent
Ashley Norgard, Member	Absent
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: Simpson moved to approve the minutes of the regular session of November 17, 2015; Risdal-Barnes seconded. Fraley yea, Garvin yea, McKinney yea, Moulder yea, Risdal-Barnes yea, Simpson yea. Motion carried.

Standing Committees:

Finance and Personnel Committee: Simpson reported for the Finance-Personnel Committee. Due to impending weather conditions, and since the board had reviewed the reports ahead of time, the report was abbreviated, and there were no questions. Below are highlights from the written report:

With 50.0 percent of the year elapsed, the Library was 3.9 percent under budget. For December, revenues were \$1,402,912.22 and expenses were \$1,118,608.25. Delinquent taxes were at 55.2 percent of budget, with revenue other than taxes at almost 50 percent.

Salaries were at 51.8 percent and health insurance claims at 19.4 percent. Personnel overall was at 47.4 percent. The Operating and Maintenance category was at an overall

35.0 percent, and the Charges and Services category was at 56.5 percent, making operating expenses overall at 46.5 percent. On the balance sheet, the investment values and the capital assets have been adjusted for the June 30, 2015 audit figures. Discretionary budget spending will increase in coming months.

Buildings and Grounds Committee: Garvin reported for the Buildings and Grounds Committee.

- Roof leaks during heavy December rains caused minimal damage at the Library Center, and pinhole leaks were located and repaired under warranty.
- The Library Station had repairs to small leaks at the gift shop and break room.
- At the Ash Grove Branch Library, a cyber bar was added.
- The Midtown Carnegie Branch Library computer furniture was being refinished by the Buildings and Grounds Department.
- The Strafford Branch Library new lease agreement was signed.
- The Brentwood Branch Library will close for renovation on April 16 at 6:00 p.m., with the community room still in use through April 30. The temporary branch location will open the first week in May, 2016. Fraley was asked for details about the alternate site, and he indicated it was 2700 square feet, rent free. The Library will be responsible for utilities. The lease term will be 12 months.

Report of the Director:

Due to impending weather conditions, the written Director's Report was referenced in the meeting but not presented aloud. Points from the written report were the following:

- The Library District was awarded a \$19,995 grant to fund the Summer Reading To Go program. This is the 11th year that the Library has received state funding for this program, which typically reaches over 10,000 participants at 125 sites through the Outreach Department.
- The Library's Stories for Life program received a \$5,000 grant from the Greene County Senior Citizens' Services Fund to develop branded thematic kits to be used by program volunteers offering Stories for Life sessions at Greene County care facilities. Kits will also be cataloged and available for checkout by family, friends and caregivers of individuals diagnosed with Alzheimer's or related dementia.
- When the Brentwood Branch building closes on April 16, staff will be reassigned throughout the district during the 6 - 9 months that the new Brentwood is under construction. A few staff will work in the temporary space offering limited service. The rest will do special projects in various departments, supplementing summer reading programs, helping in areas where additional staff hours are needed, completing staff rotations and filling in for unexpected needs that arise. In addition to providing those services, Brentwood staff will have the opportunity to learn how other departments work and potentially learn additional skills. The staff will move back to the new Brentwood Branch a few weeks before the branch reopens. Associate Director Jim Schmidt and Cooper were negotiating the contract with Morelock-Ross Builders.
- The Library purchased a new maintenance van to replace the 1998 Ford van that was in poor condition for \$479.50 under the amount budgeted for the replacement in the Discretionary One-Time Expenditure budget.

- Beginning Monday, Feb. 1, library card holders will be able to check out a pocket-size WiFi Hot Spot they can use with their tablet, laptop or other WiFi-enabled device to connect to the Internet anywhere in the United States. Patrons can request one of the 40 Sony Hot Spots through the Library catalog under “Hot Spots.” The devices will be deactivated after the due date, and normal late fines apply. A patron buying his own device would have to pay about \$120 per month for Internet service.
- The Library Station’s “Explore” program was featured in the November 15, 2015 issue of *Library Journal*. Community Relations Director Kathleen O’Dell wrote the article for the “Programs That Pop” section of the journal. Explore is an interactive program geared for developmentally challenged adults and has a faithful attendance of 40 adults.
- “Finding Winnie: The True Story of the World’s Most Famous Bear,” illustrated by Sophie Blackall and written by Lindsay Mattick, recently was awarded the Randolph Caldecott Medal for the most distinguished American picture book for children. Sarah Bean Thompson, Youth Services Manager at the Library Center, served on the selection committee and was front and center in a video on CNN announcing the award.
- Local History and Genealogy Department Manager Brian Grubbs has been invited to do a presentation at the American Library Association Annual Meeting in Orlando, Fla., in late June, on the genealogy programming offered at the Library.
- Cooper was named to a one-year term on the Springfield Chamber of Commerce Board.
- Staff will attend two upcoming advocacy events in Jefferson City: The Springfield-Metro Partnership Salute to Legislators on January 27 and the Missouri Library Association Advocacy Day on February 9.

Foundation Update: Cooper reported for the Foundation that the ReNew Brentwood campaign amount eligible for the Friends challenge match was at \$193,220 cash-in-hand since September 20, 2015. The steering committee meets February 1 to form a strategy for asks.

Adjournment to Closed Session: Simpson moved to adjourn the regular session and go into closed session for personnel [RSMo §610.021 (3)]; Risdal-Barnes seconded. Fraley yea; McKinney yea; Moulder yea; Risdal-Barnes yea; Simpson yea. Motion carried.

The regular session was adjourned at a 4:05 p.m.

Board of Trustees

Director of Business Operations