



**Springfield-Greene County Library Board of Trustees
June 19, 2012
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, June 19, 2012, at 4:00 p.m. at the Library Center, 4653 S. Campbell, Springfield, Missouri. Members of the Board of Trustees were present or absent as follows:

Present/Absent

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| Leslie Carrier, President and Member: | Present |
| David Richards, Vice President and Member: | Present |
| Martha Crise, Secretary and Member: | Present |
| Kim Kollmeyer, Treasurer and Member: | Absent |
| Kenton DeVries, Member: | Present |
| Cheryl Griffeth, Member: | Absent |
| Vickie Hicks, Member: | Present |
| James Jeffries, 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 May 15, 2012; Meadows seconded. Carrier yea, Crise yea, DeVries yea, Hicks yea, Jeffries yea, Meadows yea, Richards yea. Motion carried. Hicks moved to approve the minutes of the special session of May 24, 2012; Crise seconded. Carrier yea, Crise yea, DeVries yea, Hicks yea, Jeffries yea, Meadows yea, Richards yea. Motion carried.

Finance and Personnel Committee: DeVries reported that with 11 months completed, or 91 percent of the fiscal year, the library is 5.2 percent under budget. Income is at 97.2 percent of the budget, and with the inclusion of the June tax income, will end the year with a one percent shortfall for tax revenues overall. Income from the Friends of the Library, Between Friends Gift Shop, the Library Foundation, and the consortium are expected before the end of the fiscal year. On the expense side, everything is in line; Travel and Training is under budget but there are trips expected in June. With the end of the budget year approaching and holding \$7.2 million cash in bank at the end of May, the Library will not need to use its line of credit.

2012-2013 Budget Presentation: Cooper presented the 2012-2013 budget. For income, the revenue from the Athlete and Entertainer (Nonresident Entertainer Income Tax, RSMo 143.183) is budgeted at zero on the advice of State Librarian Margaret Conroy. Consortium income is budgeted lower due to losing two members, but the Art Museum may join. Personnel costs include an increase for staff of a step increase plus one percent for those on the track and a three percent increase for those off the track. Four positions are added or upgraded: one part-time Interlibrary Loan position is upgraded to full-time; one part-time position is added for Information Technology; one part-time Youth Services position is added at the Brentwood

Branch; and one part-time page position is added for the Republic Branch. The library collection budget is increased to 18.5 percent of the operating budget, and health insurance is increased 15 percent. A new roof for the Library Center is also in the budget. The contingency budget for 2012-2013 is increased to \$50,000. Travel and Training is budgeted at \$60,000, an increase of \$5,700 from 2011-2012. Personnel costs comprise 58 percent of the budget, which is on pace with other library systems. Hicks moved to approve the 2012-2013 budget as presented; DeVries seconded. Carrier yea, Crise yea, DeVries yea, Hicks yea, Jeffries yea, Meadows yea, Richards yea. Motion carried.

Buildings and Grounds Committee: Meadows reported:

- Regarding the Brentwood Branch renovation project, City Council unanimously approved the condemnation proceeding on the Wayland Avenue property, and since that time the Library has been advised that it may take until mid to late August to get the condemnation process completed due to court filing requirements. The next step on the redesign is to obtain RFQs of architects. Jeffries reported that there will be a meeting with Dan Wichmer from the City of Springfield on June 20.
- At the Library Center, the Mudhouse Café floor has been resurfaced
- At the Midtown-Carnegie Branch, the parking lot has been repaired and resealed. This was done with funds remaining in the 2011-2012 budget.
- The Brentwood Branch reference desk was replaced with one originally from the Willard Branch; it is L-shaped and integrates well at that branch.
- The Fair Grove Branch has new countertops.
- Fog City Coffee is no longer operating at the Midtown-Carnegie Branch; the Library is still in the process of finding a new merchant there.

Programs-Services-Technology Committee: Meadows reported that the committee heard a presentation on the Born to Learn program by Youth Services Coordinator Nancee Dahms-Stinson. The program operates in partnership with the Discovery Center, YMCA, and other entities; it costs the Library no money and positively supports early childhood learning. Meadows reported that the board education in two months will be a presentation of the Born to Learn program.

Report of the Director:

- Cooper expressed her thanks to the board members who attended the City Council meeting.
- Three board members' terms expire at the end of June: Kenton DeVries, David Richards, and Kim Kollmeyer. Although the City had not updated its web site at the time of the board meeting, Cooper assumed the appointments were approved. DeVries and Richards were up for vote and Kollmeyer will be voted on later.
- The Missouri Humanities Council is granting funds for a project entitled "The Battle of Springfield: Marmaduke's Raid Through the Ozarks," which will be used for programming and exhibits about the Civil War battle. There will also be markers around the city about the Battle of Springfield.
- The Missouri Humanities Council is also granting funds for a visit from author Shane Evans as part of the African American Read-In.
- The Library has been awarded an LSTA Digital Imaging Grant for \$47,803 for the World War I project "Over There: Missouri and the Great War." This will be a collaborative

effort with the Museum of Osteopathic Medicine and the Missouri History Museum to digitize documents related to Missouri's World War I history.

- The new Gerber baby is one of the regulars at the Library Station.
- Jim Miller and staff at the Midtown-Carnegie Branch got a "rose" in the Springfield News-Leader for providing space for Central High School IB students to take their final certification exams.
- Summer Reading Program is in full swing
- Circulation is up 7 percent this month compared to last year at this time.

Board Education: Associate Director Jim Schmidt made a presentation on the National Library Legislative Day. Facilitated by the Washington DC office of the American Library Association, this annual event occurred April 20-24 this year. The conference draws librarians from all 50 states and Washington DC, with over 350 participants. This year, Missouri had eight participants from public, academic, elementary and high school libraries. Attendees spoke with legislators about appropriations, especially the importance of LSTA grants, which come from federal funds, and about cyber-security, surveillance, and freedom of access. Schmidt was able to talk with Senator Blunt and Congressman Long as well as to a representative from Senator McCaskill's office.

Miscellaneous items: Hicks reported that the Nominating Committee, which consisted of Richards, Crise, and Hicks, met and drafted a slate of officers for the board to consider for next month's meeting:

President: David Richards

Vice-President: Kenton DeVries

Treasurer: Kim Kollmeyer

Secretary: James Jeffries

Programs-Services-Technology Chair: Vickie Hicks

Finance-Personnel Committee Chair: Jim Meadows

Buildings and Grounds Committee Chair: Cheryl Griffeth.

Cooper reported that on the Public Building Corporation Board of Directors, Doug Nickell and Sean Balisle have terms expiring at the end of June. Neil Guion and Lisa Officer have agreed to serve, and they were presented to the Board of Trustees for consideration as candidates. Hicks moved to approve the appointment of Neil Guion and Lisa Officer to the Public Building Corporation Board of Directors, with terms expiring in June of 2015. Richards seconded. Carrier yea, Crise yea, DeVries yea, Hicks yea, Jeffries yea, Meadows yea, Richards yea. Motion carried. Cooper stated that the candidates will be notified accordingly.

Meeting dates and locations for 2012-2013 were presented.

Foundation Report: Foundation Director Valerie Richardson reported that tickets for the fundraiser "Walking Toward of American," which occurs July 14-15, are now available for purchase at the branch libraries. She requested that the board help identify sponsors for the event. Richardson reminded the board that there is one week left in the fiscal year for board members to make a donation to the Foundation.

The meeting was adjourned at 4:50 p.m.

Board of Trustees

Director of Business Operations



**Springfield-Greene County Library Board of Trustees
Wednesday, June 27, 2012
Minutes – Special Session**

The Springfield-Greene County Library Board of Trustees met in special session by telephone conference call on Wednesday, June 27, 2012, at 10:30 a.m., with public accessibility at the Library Center, 4653 S. Campbell, Springfield, Missouri. Members of the Board of Trustees were present or absent as follows:

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| Leslie Carrier, President and Member: | Present by phone |
| David Richards, Vice President and Member | Absent |
| Martha Crise, Secretary and Member | Present by phone |
| Kim Kollmeyer, Treasurer and Member | Present by phone |
| Kenton DeVries, Member | Present by phone |
| Cheryl Griffeth, Member | Present by phone |
| Vickie Hicks, Member | Absent |
| Jim Meadows, Member | Present by phone |

Serving as counsel of record and abstaining from vote: James Jeffries, present by phone

Staff Members Present in person: Regina Cooper, Jim Schmidt, Shari Wyly

After verbal roll call, the President of the Board of Trustees declared a quorum was present and called the meeting to order.

Jeffries reported that he had done research and prepared some documentation and then met with Dan Wichmer, City Attorney for the City of Springfield on Wednesday, June 20. He reported that once the petition is filed, it would take 30 days to complete the condemnation from that time. Letters of approval from adjacent property owners within 185 feet will be needed to submit to the court. Schmidt reported that those forms have been distributed, and all but three have been returned. Jeffries reported that it would be the end of July to early August before the condemnation could be completed.

Amendment to Contract: Jeffries presented a request by Mr. Claypool for an amendment to the real estate sales contract that would provide reimbursement to him for his mortgage and utilities for the part of June since he vacated the property, for all of July, and for August up until closing, because of the unexpected extension of time. The Library will be credited at closing against the purchase price in an amount equal to any reimbursement for principal paid on the promissory note. Cooper reported that his monthly payment is \$630, and his average utilities are \$120. With no one occupying the house, that utility amount would probably be less than that.

The board discussed insurance on the property. After contacting the Library District's insurance agent, Schmidt reported that the Library cannot take out a policy of insurance on the property until the closing has taken place. It was agreed by the board that Mr. Claypool should be asked to contact his insurance agent for information on how to continue coverage on the property under his policy, even though it is unoccupied, until the closing can take place. The amended contract to purchase would then specify that the seller would maintain insurance coverage until closing. Crise moved to amend the Contract to Purchase to include the provision that the Library District will reimburse Mr. Claypool for the mortgage and utilities on the property for the prorated portion of June since he vacated the property, and for all of July and August. Kollmeyer seconded. A verbal roll call vote was taken: Carrier yea, Crise yea, DeVries yea, Griffeth yea, Kollmeyer yea, Meadows yea, Jeffries abstain. Motion carried.

Pursuit of Rezoning and Lot Combination: Jeffries reported that the rezoning would seek to change the zoning restriction on the parcel from single family residential to government institution. He has done a pre-application, and the City has approved with the inclusion of a buffer between the property and residential dwellings nearby, which is already part of the plan. With the deadline of July 2 to file for re-zoning, the board needs to decide to pursue the rezoning now or wait until after the condemnation is finished.

After discussion, the board agreed that in order to get the needed support from neighbors, it would be prudent to first have proposed plans drawn up by an architect to show to the public. The board agreed to hold off on the re-zoning application at this time.

Jeffries will continue to act as counsel and prepare documents as needed.

With no objection, Carrier adjourned the meeting at 11:08 a.m.

Board of Trustees

Director of Business Operations