



**Springfield-Greene County Library Board of Trustees  
April 16, 2013  
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, April 16, 2013, at 4:00 p.m. at the Library Center, 4653 S. Campbell, Springfield MO 65810. 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:	Present
Vickie Hicks, Member:	Absent
Jim Meadows, Member:	Present

Disposition of Minutes: Griffeth moved to approve the minutes of the regular session of March 19, 2013; DeVries seconded. Carrier yea, Crise yea, DeVries yea, Griffeth yea, Jeffries yea, Meadows yea, Richards yea. Motion carried.

Standing Committees:

Finance and Personnel Committee: Meadows reported that the committee reviewed the monthly financial statements. Through March, or 75 percent of the fiscal year, the Library was 8.0 percent under budget. Year-to-date revenues totaled \$12,438,899.79 versus \$9,381,615.50 in expenses. Operating cash through the end of March totaled \$9,698,067.45. Tax revenues were at 97.5 percent of budget. Some of the tax revenue lines are less than expected and staff will investigate why this is. The lower Financial Institution Tax was explained by the Collector of Revenue to be because of poorer performance on investments at the banks that fund that tax. For expenses, the Library is on or below budget with most expense accounts. Account 5371 Building Repairs will reflect the payment made in April of the first Library Center roof replacement bill of \$192,637.98.

Buildings and Grounds Committee: Griffeth reported for the committee:

- East and west elevation architectural drawings of the Brentwood Branch were displayed.
- Public hearings are scheduled for the Brentwood property re-zoning; there is a May 30 Planning and Zoning public reading, a meeting on June 17, and the final reading before the City Council will be July 1.

- The Library Center roof replacement has revealed only a little rust to the metal decking. The roof has raised up with the removal of the rock ballast, and this has caused some issues with ceilings and the sprinkler system that are being looked into.
- Jim Schmidt and Kelly Miller will meet with Newberry Building landlords to discuss possible cooperative arrangements for leasing space there.
- Cooper commended the Buildings and Grounds staff for their good planning and damage control through the roof replacement.

Report of the Director:

- The Teen Library Council's Snowy Storytimes and Stuffed Animal Sleepover program were named one of the 25 winners of the Excellence in Library Services to Young Adults by the Young Adult Library Services Association. Library Center Youth Services Manager Sarah Bean Thompson will speak about the programs at the American Library Association annual conference in Chicago in June 2013.
- The Library has been awarded an LSTA Nonfiction Collection Makeover grant for \$10,000 to upgrade the craft books collection.
- An LSTA Technology Ladder grant for \$10,533 has been awarded to the Library to renew the Business and Nonprofit Center at the Library Center.
- The Library Center now has public fax service through a contract agreement with Fax 24. The company handles all maintenance and payment, and reimburses the Library according to a revenue scale.
- The Missouri State Library will be undergoing reorganization by Secretary of State Jason Kander. Official letters have been sent to him from the Missouri Library Association and the Missouri Public Library Directors, and meetings between Secretary of State Kander, his chief of staff, and representatives of Missouri libraries may also be set up.
- Local History and Genealogy Department Manager Brian Grubbs was invited to present the Library's plans for the World War I commemoration project, "Over There, Missouri and the Great War," at a recent international conference on the Centennial of World War I, in Kansas City.
- The Big Read celebrating the works of Edgar Allan Poe has gone well and has generated a lot of interest from the community.
- The Friends of the Library book sale will be April 23 through 28.

Miscellaneous Items: Jim Meadows announced his resignation from the board, effective immediately, due to a move to Christian County. His position will be filled at the same time as the other two members whose terms are expiring (Martha Crise and Leslie Carrier). The board suggested and discussed new member candidates. President Richards thanked Meadows for his service.

Crise made a motion to adjourn; Griffeth seconded. Carrier yea, Crise yea, DeVries yea, Griffeth yea, Jeffries yea, Meadows 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



**Springfield-Greene County Library Board of Trustees**  
**April 16, 2013**  
**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 16, 2013, at 12:00 p.m. at the Library Center, 4653 S. Campbell, Springfield MO 65810. 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:	Absent – arrived later
Cheryl Griffeth, Member:	Present
Vickie Hicks, Member:	Absent
Jim Meadows, Member:	Present

Brentwood Renovation Update: Cooper and Library Foundation and Development Director Valerie Richardson reported on progress of the Brentwood Branch renovation and specifically the Wayland Street property demolition. A public hearing on the re-zoning issue was attended by fewer than 10 people. Disassembly of the interior is now beginning, with garage sales scheduled for April 27 and May 4 in cooperation with Habitat for Humanities to sell the salvaged materials. Documentation of the recycling efforts may help with LEED certification later if the Library pursues that. The zoning hearing dates have been set.

The capital campaign is now in the marketing preparation stage. LEED certification would add about \$300,000 to the project cost. A June kick-off event will be a breakfast or lunch by invitation. After that, the silent phase begins. There will be monthly public early morning breakfast meetings. Richardson asked board members for a written list of names and the level of giving that can be expected from them, and asked the board members to pledge a significant gift individually. The pre-public or silent phase would last 12 to 18 months. After 18 months the public kick-off would begin. Richardson estimated three years to complete.

Presentation by Dr. Norm Ridder: Springfield Public Schools Superintendent Dr. Norm Ridder spoke to the board about the demographics information the School District obtained when it succeeded at the polls on its latest bond issue. In addition to speaking about neighborhoods and

their level of support for the School District, he also discussed the School District's position on building to LEED standards and obtaining LEED qualification or certification. He spoke about directions of growth in Springfield neighborhoods

Board Membership: The board discussed possible candidates to fill upcoming board vacancies.

New Technology:

Electronic Resources Manager Renee Brumett presented information on new technology for libraries.

- APIs, or Application Programming Interfaces, can help streamline online processes for patrons such as downloading e-books.
- Bestseller clubs can be automated so staff doesn't have to manually place the holds.
- An enhanced browsing experience similar to Amazon is possible.
- Self-service continues to be a library trend:
  - Self-service kiosks
  - Ten-page e-book teasers available from a QR code are being used in the New York subway
  - Philadelphia train stations also have excerpts from e-books.
  - At a library in Minnesota, patrons can pick up holds from assigned secure lockers which patrons can access with their library cards.
  - RFID tagging is also improving and expanding in usefulness.
  - Virtual interaction and self-service using mobile devices is also a growing technology.
  - 3-D printing is a new up-and-coming self-service technology that some libraries are offering to the public.

*[Crise arrived.]*

Director's Mid-Year Update: The board will receive a link to the pre-recorded mid-year update that Cooper had posted for internal viewing within the Library District.

Strategic Plan Update and Five-Year Brainstorming Update: Cooper gave information on the strategic plan goals (see handout) and the five-year staff brainstorming session:

- "Dewey Lite" (a combination of neighborhood arrangements and the Dewey Decimal System)
- Debt-free
- Replacement of game computers with iPads
- E-reader check out
- Upgrade to Sierra
- More community partnerships
- More art displays
- More use of volunteers
- Better financial support of traditional services
- At least one full-time staff at every location
- Sunday hours at more branches

- Logo on delivery vans
- E-content for videos and music
- Monetizing the web site (selling ad space and linking to Amazon)
- Circulation stations that swivel for self-checkout
- Unlimited bandwidth
- Air Pac III
- Text hold notifications
- Computers in teen area of the Library Station
- Online platform expanded and more user friendly
- Become a passport application acceptance center
- Have more involvement with high-risk kids
- AV vending units
- Orientation video
- Bring materials budget back up to 20%
- Increase digital collections
- Fax machines
- Chat reference
- Smart boards in meeting rooms

The board discussed the time frame for the Brentwood project.

The retreat portion of the meeting was adjourned at 4:00 p.m.

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Board of Trustees

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Director of Business Operations