



**Springfield-Greene County Library Board of Trustees  
August 17, 2010  
Minutes**

The Springfield-Greene County Library Board of Trustees met on Tuesday, August 17, 2010, at the Library Center with Vickie Hicks presiding.

Members present: Martha Crise, Kenton DeVries, Cheryl Griffeth, Neil Guion, Vickie Hicks, Kim Kollmeyer, Rod Nichols, David Richards

Member absent: Leslie Carrier

Disposition of Minutes: Griffeth moved to approve the July 20, 2010 minutes. Nichols seconded. Crise yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea, Nichols yea, Richards yea. Motion carried.

Finance and Personnel Committee: Through July, the Library was 2.5 percent under budget. Year-to-date revenues totaled \$238,415 versus \$715,393 in expenses. Income included annual receipts from United Way 2-1-1. Grant income included: Library Services and Technology Act Summer Reading to Go and Summer Literacy Initiative; U. S. Department of Education Ready-to-Learn.

Expenses included premiums for July and August from Account 5125 Health Insurance Premiums. Account 5331 Travel reflected a credit balance because of an honorarium reimbursement for travel expenses for a presentation about the Community and Conflict grant project. Account 5373 Office Equipment Repairs included annual licenses for Microsoft Office products as well as the PaperWise document management software. Account 5382 Building Rentals included expenses for July and August.

The Library ended the 2009-2010 fiscal year 3.5 percent under budget. Auditors from Roberts, McKenzie, Mangan & Cummings will begin the annual audit on September 7 with an audit presentation at the November Board meeting.

Buildings and Grounds Committee: Cheryl Griffeth reported the Friends of the Library approved a grant request to provide funding towards the purchase of a new bookmobile. They also approved a grant request to revitalize the 1,400-square-foot Ash Grove Branch with new paint, carpet, some new furniture and refurbishing some existing shelving.

The current Fair Grove Branch lease will expire in December. The lease is renewable for an additional five years. Library staff will contact the landlord about the possibility of changing the lease to a three-year lease with a two-year additional option.

Staff toured the vacant bays adjacent to the Strafford Branch. Because of money constraints, a possible expansion will have to be evaluated again in the future.

The roof at the Library Center has been leaking in several areas including microfilm public computers and offices. Facilities Manager Allen Woody is investigating some temporary measures until the roof can be replaced in the future. The last phase of the lightning protection was installed at the Library Center.

Programs, Services and Technology Committee: Project Historian Brian Grubbs presented an overview of his position as the Project Director for the Community & Conflict: The Impact of the Civil War in the Ozarks grant. A condensed report on the digitization grant project will be presented as part of board education at a future board meeting.

Circulation in July decreased 2.5 percent with 367,446 materials circulating systemwide. Total branch traffic decreased 2.9 percent with 182,817 patron visits. Systemwide, 1,775 groups used the meeting rooms with an attendance of 9,165. There were 441,936 searches from remote use of the Library's electronic products. The Web server recorded a total of 1,415,274 page views by 83,116 visitors during July.

Report of the Director: Executive Director Regina G. Cooper reported that the Friends of the Library are excited about funding the new bookmobile and the visibility it will give them in the community. Request for Proposals were sent to four bookmobile vendors, and bids are due on September 3.

Associate Director Jim Schmidt and Branch Manager Beth Snow are meeting with new officers at the Ash Grove Masonic Lodge to review the new lease. Cooper is scheduled to sign the lease on Thursday, August 19.

The mural will be unveiled at 6 p.m. on Friday, August 20 in the teen area at the Library Station. Local graphic artist and part-time Community Relations Department Production Assistant Shavonne Downey painted the mural in a comic style with a space travel theme. The mural is in memory of former reference and young adult associate David Freeman.

The Library Center is the latest branch to get a large-screen television to promote the Library and its programs. The television was purchased through donations from the Foundation's "\$10 for 10 Years" campaign. Currently the Library Center, Library Station, Park Central, Republic and Willard branches have large-screen televisions. The Brentwood and Midtown Carnegie Branches should have televisions installed soon with hopes of adding TVs at the Strafford, Fair Grove and Ash Grove branches in the future.

Early Literacy Stations are now in place at all the branches.

In September there will be an organizational meeting to establish a young adult advocacy group. The group will focus on serving the needs of patrons in the 21-40-year-old age group. Trustees were encouraged to e-mail Cooper with suggestions of young professionals who might be interested in serving with this group.

Library Snapshot Day is scheduled for Tuesday, September 21. Library staff will try to capture a "snapshot" of one day in the life of the Library District.

The *Springfield Business Journal* selected the Library Center and the expansion of the Library District as one of the “30 Points of Change” that have made a lasting impact on the local economy since 1980.

Branch Manager Lorraine Sandstrom and the reference staff at the Library Center were given a rose in the *Springfield News-Leader* on August 3 for their excellent service.

KY3 TV interviewed Schmidt as part of a report about people coming to the libraries to cool off during the heat wave.

Cooper will write a guest column in the *Springfield News-Leader* addressing the economic health of the Library District following the news of the potential closing of the Camden, N.J., libraries.

The Library Center circulated 14,600 items through self-checkout, and the Library Station circulated 1,809. The Library has more than 2,000 friends on Facebook. The adult summer reading program had 1,700 adults sign up and they read 44,000 books.

Cooper displayed the winning model in the Teen Gallery art competition. The artist did a 3-D model of a library.

Foundation Update: Director Michelle Creed reported the Foundation will work to fill the gap for funding the new bookmobile as well as a small campaign for the Ash Grove Branch revitalization. The Foundation wants to thank the Friends of the Library as well as encourage extra donations.

Creed gave an overview of the following Strategic Goals for fiscal year 2010-2011.

- ◆ Goal 1 – Increase funding for the Library
- ◆ Goal 2 – Develop a strong constituency through effective communications and relationship building
- ◆ Goal 3 – Build organizational capacity to effectively meet goals

The Foundation is exploring establishing a signature fundraising event as well as researching the feasibility of a capital campaign for the Brentwood Branch. The Foundation is building a donor list with possibly launching a campaign in connection with the Brentwood Branch’s 40<sup>th</sup> anniversary celebration next Spring.

A new Foundation website will be launched during the fiscal year.

*Kenton DeVries left the meeting.*

Board Education: Human Resources Director Lori Strawhun gave an overview of the Library’s self-funded health insurance plan. The Library converted to a partially self-funded insurance plan in 2009. For employee privacy, a Third Party Administrator (TPA) receives invoices from the providers, processes the claims and then sends a summary to the Library to fund the claims from an established health care bank account. Actuaries estimate the organizations’ annual cost of claims and services and recommend premiums. If claims are more than 80 percent of what is estimated, premiums will probably increase the next year. The Library has 102 full-time employees insured under the health care plan and is working toward decreasing claim costs through reducing usage by implementing an active wellness program. Through education

programs, employees are encouraged to use Lab One for lab work. Generic and mail-order prescriptions are available to reduce medication costs. Staff is encouraged to question and refuse unnecessary visits and tests as well as to review and question items on their bills. Health care reform legislative changes will be implemented in stages beginning in 2010-2018. Costs are expected to increase as a result of some of the changes.

New Business: Richards moved to set the tax rate for the 2010-2011 fiscal year at \$ .2412, which is the maximum rate permitted, as certified by the state auditor's calculations. The rate remained the same as 2009-2010. Crise seconded. Crise yea, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea, Nichols yea, Richards yea. Motion carried.

The State of Missouri requires re-adopting biennially a resolution making public the disclosure of potential conflicts of interest. Kollmeyer moved to re-adopt the Conflict of Interest Statement. Griffeth seconded. Crise yea, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea, Nichols yea, Richards yea. Motion carried.

Cooper reviewed the changes to the General Conduct Policy. Nichols moved to approve the General Conduct Policy as presented. Kollmeyer seconded. Crise yea, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea, Nichols yea, Richards yea. Motion carried.

Crise moved to adjourn the meeting. Guion seconded. Crise yea, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea, Nichols yea, Richards yea. Motion carried.

The meeting adjourned at 5:05 p.m.

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Board of Trustees

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Debbie Eckert, Director of Business Operations