



**Springfield-Greene County Library Board of Trustees**  
**August 21, 2012**  
**Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, August 21, 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**

David Richards, President and Member:	Present
Kenton DeVries, Vice President and Member:	Present
James Jeffries, Secretary and Member:	Present
Kim Kollmeyer, Treasurer and Member:	Present
Leslie Carrier, Member:	Present
Martha Crise, Member:	Absent – Arrived Later
Cheryl Griffeth, Member:	Present
Vickie Hicks, 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 July 16, 2012; Griffeth seconded. Carrier yea, DeVries yea, Griffeth yea, Hicks yea, Jeffries yea, Kollmeyer yea, Meadows yea, Richards yea. Motion carried.

Finance and Personnel Committee: Meadows reported for the Finance-Personnel Committee. The two summaries are for end of fiscal year 2011-2012 and for July 2012. The final pre-audit report for 2011-2012 shows the Library at 4.3 percent under budget. Tax revenues ended the year at 99 percent of budget. Operating and Maintenance overall budget ended at 98.0 percent, and Charges and Services at 94.2 percent. The budget for Account 6430 Property Acquisition had included the Claypool property at \$98,900, but the closing did not occur in 2011-2012 and will need to be included in the mid-year budget revisions. Total revenues for 2011-2012 were \$12,993,867 with expenditures at \$12,219,991, for an overall surplus of \$773,876. Investment values will be entered after audit.

Through July, the Library was 2.5 percent under budget. Year-to-date revenues totaled \$214,621 versus \$807,374 in expenditures. Operating cash through the end of July totaled \$6,077,095. A new line has been added for Cash Carry Forward, reflected in the totals on page 3 of the monthly summary. This represents the accumulated surplus from the past few years being carried over into the current budget.

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

- Fog City Coffee at the Midtown-Carnegie Branch Library is still vacant; there are a few unresolved issues regarding the debt on the equipment that was left behind by the previous lessee.
- Library staff are getting more information about the sale of the lots adjacent to the Library Center.
- The Claypool property next to the Brentwood Branch Library is scheduled to close August 27. Thirteen architects submitted responses to the Library's Request for Qualifications. They are being reviewed.

[Crisis arrived at the meeting.]

Programs-Services-Technology Committee: Hicks reported for the Programs-Services-Technology Committee that a presentation was made by Sarah Bean Thompson on Collaborative Programming with Teens, and this presentation will be made to the board in an upcoming meeting.

Report of the Director:

- The Library received a commendation certificate from the American Red Cross for partnering with them on the 2-1-1 project.
- The Library has been awarded \$7,000 from end-of-project PIRC funds (Parent Information Resource Center). The funds will be used to purchase 20 annual family passes to the Discovery Center (which will be made available for checkout) and new titles for the Youth Services demonstration collection and new titles for the WIC (Women, Infants and Children Clinic) collection and Stories To Go bags.
- The 20 Chromebooks purchased as a pilot project for the Library Center and Brentwood Branch from an LSTA grant came in under budget, so the Missouri State Library granted permission to use the remaining grant money to purchase more Chromebooks. The Library purchased six for use at the Library Station. The Chromebook laptops are offered for in-library checkout for two hours per day, per person.
- The State Historical Society of Missouri has awarded the Library \$427 from the Richard S. Brownlee Fund to assist in our effort to commemorate the sesquicentennial of the 1863 Battle of Springfield.
- The Library has been selected to host the "Here, There, and Everywhere" exhibit in June, 2013. This traveling exhibit is a NASA-funded program that consists of a series of exhibitions, posters and supporting hands-on activities that utilize analogies in STEM teaching (Science, Technology, Engineering, Math).
- Several staff members attended "RACE: Are We So Different?" at the Discovery Center. The exhibit was a project of the American Anthropological Association designed to help foster an understanding of the differences and similarities among people of different races.
- Cooper and Associate Director Jim Schmidt have been meeting with architects and reviewing the Requests for Qualifications for the Brentwood Branch renovation project.

- Four staff members recently attended a training session sponsored by the City of Springfield on records retention and the Sunshine Law. Trainers came from the Missouri Secretary of State and Attorney General's offices to provide the training.
- The Business Office staff began training this week for the new financial software that we will be moving to this year. The program has great potential for easier and clearer accounting and budgeting processes.
- Local History Project Director Brian Grubbs has been selected as the new Local History & Genealogy Department Manager at the Library Center.
- The Buildings and Grounds Committee will meet in a special session on August 29 to review architect Request for Qualifications submissions.
- The next board meeting scheduled for Willard could be changed to Brentwood since the finalists in the architectural search will be presenting their proposals on that branch at that meeting. Board members should plan for a longer meeting.

Foundation Update: Foundation & Development Director Valerie Richardson reported:

- The Capital Campaign Committee is still being finalized. When they begin work, they will make use of marketing materials from the architectural firm that is hired for the project.
- The Foundation Board has four new members in anticipation of the capital campaign: Dr. Richard Cravens, Dr. Jamie Scott, Sherry Williams (CPA), and Karen Shannon.
- The Walk Toward America program netted about \$3,000 for the Foundation.
- A new Foundation brochure is now out.
- The Foundation received a \$1,000 grant from the Community Foundation of the Ozarks to update the web site and printed materials.
- The Foundation has a listing in The Springfield Business Journal's Giving Guide.
- The Foundation has a direct mail campaign in the works that should go to about 2,500 donors and potential donors.

Board Education: Information Technology Manager David Patillo presented information on the Chromebooks that were purchased for checkout from grant funds. There are ten at the Library Center, ten at the Brentwood Branch, and five at the Library Station. These computers get checked out a lot when the computers are busy, so they are working out well. They use Google Chrome and store documents in the cloud rather than on a hard drive. Since the Chromebooks have solid state drives, there are no moving parts and they are sturdier. In the first three weeks, there were 133 checkouts. Publicity about the Chromebooks includes large signs, the branch TV slides, the LibeWire, the newspaper, and a spot on KY3 TV.

New Business: Meadows moved to set the tax rate for the 2012-2013 fiscal year at \$0.2433, which is the maximum rate permitted, as certified by the State Auditor's calculations. Kollmeyer seconded. Carrier yea, Crise yea, DeVries yea, Griffeth yea, Hicks yea, Jeffries yea, Kollmeyer yea, Meadows yea, Richards yea. Motion carried.

Hicks moved to go into closed session for real estate. Kollmeyer seconded. Carrier yea, Crise yea, DeVries yea, Griffeth yea, Hicks yea, Jeffries yea, Kollmeyer yea, Meadows yea, Richards yea. Motion carried.

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Board of Trustees

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Director of Business Operations