



Springfield-Greene County Library Board of Trustees
December 15, 2009
Minutes

The Springfield-Greene County Library Board of Trustees met on Tuesday, December 15, 2009, at the Library Center with Neil Guion presiding.

Members present: Kim Bartelsmeyer, Leslie Carrier, Martha Crise, Kenton DeVries, Cheryl Griffeth, Neil Guion, Vickie Hicks, David Richards

Member Absent: Rod Nichols

Midtown Carnegie Branch Circulation Assistant Annie Boyd was presented with an album of photographs with memories of her 15 years of service with the Library District.

Disposition of Minutes: Hicks moved to approve the November 17, 2009, minutes. Griffeth seconded. Bartelsmeyer yea, Carrier yea, Crise yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Richards yea. Motion carried.

Library Foundation: Director Michelle Creed reported the “Buy-A-Book” campaign has raised \$825, and the “\$10 for 10 Years” anniversary campaign for the Library Center has raised \$1,600 to date. The Library Foundation granted \$400 from the “\$10 for 10 Years” campaign to be designated for new tables in the Story Hour Room at the Library Center. Library Foundation assets totaled \$295,000 as of November 30, 2009.

Hicks moved to appoint Ryan Van Bibber to a three-year term on the Library Foundation Board of Directors. Carrier seconded. Bartelsmeyer yea, Carrier yea, Crise yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Richards yea. Motion carried.

Finance and Personnel Committee: Through November, the Library was 2.9% under budget. Year-to-date revenue totaled \$959,296 versus \$4,709,089 in expenses. Income included first- and second-quarter state aid disbursements from the Missouri State Library as well as receipts from the following grants: Friends of the Library for music events at the branch libraries; Library Foundation for donations designated for the Midtown Carnegie Branch Children’s Department, Republic Branch and memorial donations for materials; U. S. Department of Education Ready-to-Learn and Library Services and Technology Act (LSTA) Digital Imaging.

Expenses included expenditures for travel expenses from the Digital Imaging Civil War grant from Account 5331 Travel and Training. Account 5371 Building Repairs included roof repairs at the Midtown Carnegie Branch and fire alarm system repairs from lightning damage at the Library Center. Account 5373 Office Equipment Repairs included Innovative Interfaces user licenses and contracted computer leases. Account 5374 Plant Equipment Repairs included transformer and light pole repairs at the Library Center as well as quarterly elevator maintenance at the Midtown Carnegie Branch. Account 6411 Office Furniture and Equipment included furniture, shelving, security cameras and signage for the Republic Branch.

Finance and Personnel Committee member Kim Bartelsmeyer recommended accepting the financial report. Bartelsmeyer yea, Carrier yea, Crise yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Richards yea. Motion carried.

Programs, Services and Technology Committee: Collection Services Manager Lisa Sampley and Information Technology Manager David Patillo gave an overview of collection access services as part of the strategic planning reports. The committee will present a condensed report as part of the Board education at a future Board meeting. Members of the Programs, Services and Technology Committee recommended putting new Board members on this committee to learn about the Library services offered.

Circulation in October increased 5.9% with 320,266 materials circulating systemwide. The Strafford Branch circulation number reported should be corrected to 8,759 materials circulated. Total branch traffic increased 8% with 152,795 patron visits. Systemwide, 1,620 groups used the meeting rooms with an attendance of 9,560. There were 528,394 searches from remote use of the Library's electronic products. The Web server recorded a total of 2,068,851 page views by 68,961 visitors during November. Major programming changes were made to the Research Web page in November. Staff is working towards making those statistics more comparable in the future.

Buildings and Grounds Committee: Chair Cheryl Griffeth reported Developer Craig Wagoner and Urban Districts Alliance Director Rusty Worley presented a proposal to expand the Park Central Branch into a 10,000-square-foot space adjacent to the existing site.

The roof, tuck pointing and repair project at the Midtown Carnegie Branch is completed.

Contractor/Developer Don La Rue signed the second amendment to the lease agreement for the Republic Branch. The awning has been installed over the drive-up window and a self-check workstation will be added soon.

Report of the Director: Executive Director Regina G. Cooper reported collecting \$796,574 from the December tax disbursement check. It is too soon to determine if taxes were paid early or if the Library will receive more money than projected. The Library will not have to draw down from the line-of-credit this year.

The Library was awarded an \$8,140 grant from the Missouri Humanities Council to fund the Chautauqua program series "Doing the Best They Could, National and Local Voices From the 30s", which will part of April's Big Read project.

The Missouri Career Center lost its funding for the Job Kiosk that was located at the Midtown Carnegie Branch so the kiosk has been removed. Staff is in the process of getting quotes on the proprietary software to be installed on Library workstations.

Governor Jay Nixon has decided to hold back the third- and fourth-quarter installments of the Athletes and Entertainers Tax. All four installments are usually distributed the fourth quarter of the fiscal year. However, State Librarian Margaret Conroy announced at the Missouri Public Library Directors (MPLD) conference that the first two installments should be distributed by the end of December.

During the MPLD conference, representatives from the Missouri State Auditor's office and the Missouri State Tax Commission discussed the levy-setting and tax assessment processes. MPLD voted to support proposed legislation that would limit the amount of taxes that taxing districts can lose to Tax Increment Financing (TIF), Community Improvement Districts (CID) and other tax abatements.

Conroy announced WebJunction Missouri will be made available to libraries in December. This online service will give staff, trustees and volunteers a portal to share ideas and work together to develop and improve library services.

Cooper will attend the American Library Association 2010 Midwinter Conference in Boston, Massachusetts, on January 15-18. This year Cooper will complete her term of serving on the Public Library Association Charlie Robinson Award committee.

A weather hotline was established for staff to call to get branch or district closure information. Closure information should be available to staff shortly after 6 a.m.

The Park Central Branch was voted "Best Nook" by *417 Magazine*. The magazine did a photo shoot at the Park Central Branch on Monday, December 14, to be included in the "Best of 417" issue.

December programs included a luncheon honoring the volunteers from the Between Friends gift shop as well as the annual children's Holiday Store at the Library Center. "Tokyo Godfathers" was the December featured film at the Brentwood Branch Foreign Film Festival. The Sinfonia Chamber Orchestra of Krakow, Poland, will perform Polish Christmas carols at the Library Station on Thursday, December 17. This event will benefit The Kitchen, Inc.

Cooper related a success story about an 82-year-old patron who took her grandson's laptop to the Library Center for help in downloading audio books. The patron read Community Relations Director Kathleen O'Dell's December 7 *News-Leader* column about free, downloadable books and learned to set up the free software and downloaded five audio books.

Kim Bartelsmeyer left the meeting.

Board Education: Library Center Manager Lorraine Sandstrom reviewed the SWOT analysis for the circulation strategic planning committee. She highlighted the strengths, weaknesses, opportunities and threats for circulation as well as reviewed the committee's goals. Circulation is the basic core of Library services. The main goal of the circulation department is to deliver outstanding customer service. Staff are empowered to "embrace the gray" and make decisions regarding policies and procedures. The only red rule is anyone living outside of Greene County must pay a fee to receive a Springfield-Greene County Library card. Goals include exploring options available with the new Voice over Internet Protocol (VoIP) telephone system, developing branch-to-branch partnerships to include regular visits and rotations, developing a skills test for new circulation/branch assistant employees two months after their initial training and adding safety training to the new employee checklist.

New Business: Richards moved to schedule a Board planning session prior to the regular Library Board meeting from noon to 4 p.m. on Tuesday, January 19, 2010, at the Republic Branch

Library. Griffeth seconded. Carrier yea, Crise yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Richards yea. Motion carried.

The policy and Agenda Request Form for addressing the Library Board of Trustees is available on the Library's Web site. Cooper will respond to the patron who e-mailed several Board members about outstanding items on his Library card.

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

The meeting adjourned at 5:15 p.m.

Board of Trustees

Debbie Eckert, Business Office Manager