



Springfield-Greene County Library Board of Trustees
December 21, 2010
Minutes

The Springfield-Greene County Library Board of Trustees met on Tuesday, December 21, 2010, at the Library Center with Vickie Hicks presiding.

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

Member absent: Leslie Carrier, Kim Kollmeyer

Disposition of Minutes: Richards moved to approve the November 16, 2010, minutes. Griffeth seconded. DeVries yea, Griffeth yea, Guion yea, Hicks yea, Nichols yea, Richards yea. Motion carried.

Finance and Personnel Committee: Through November, the Library was 3.2 percent under budget. Year-to-date revenues totaled \$1,051,756 versus \$4,725,472 in expenditures. Income included receipts from the Missouri State Library for Library Services and Technology Act Self-Check Technology and Gates Tech Buddies grants as well as the U. S. Department of Education for the Ready to Learn grant. Trust Income included the quarterly distribution from the Buhrman Trust, annual distribution from the Community Foundation of the Ozarks Grigg Memorial and the monthly disbursement from the Stephens Trust.

Expenses included Innovative Interfaces annual maintenance from Account 5373 Office Equipment Repairs as well as a new microfilm reader/printer/scanner for the Local History Department from Account 6411 Furniture, Fixtures and Equipment.

Martha Crise arrived at the meeting.

As part of Executive Director Regina G. Cooper's goals from her annual evaluation, she distributed a Succession Plan outlining short- and long-term options for filling key positions.

In the event of an emergency and something happened to the current director, Cooper recommended an administrative team be appointed consisting of Library Center Manager Lorraine Sandstrom, Library Station Manager Melissa Davis and headed by Associate Director Jim Schmidt. This team would run the day-to-day operations of the Library while the Board decides on the process for hiring a new director.

Long-term goals included identifying key positions that could become vacant in the near future or within the next few years and identifying current employees with the potential and interest to fill these positions. Staff would be made aware that mentoring would not include a guarantee for the job. "Bench strength" would be developed by providing training, mentoring, special assignments and other developmental opportunities so that staff members are ready to move into positions when the time arrives. A procedure would be instituted to give hiring preference to internal candidates if all else is equal. In addition to technical competencies, future leaders should reflect superb communications skills, a good attitude, the ability to deal effectively with change, skills to get along with others, a vision to see beyond the four walls of the Library and a strong customer focus.

Administrative Staff will be asked to submit key characteristics needed for a replacement for their positions and to speculate on what their position should look like in five years.

It was the consensus of the Board to accept the Succession Plan as presented.

Buildings and Grounds Committee: The committee did not meet in December; however, Cooper sent an e-mail update. New roller shades were installed on the Ash Grove Branch storefront windows, completing the branch's revitalization project. The maintenance staff repaired outside lights at the Library Center, Library Station and Brentwood Branch in order to have maximum light around the buildings during the winter months.

Programs, Services and Technology Committee: Circulation in November decreased 4.9 percent with 304,537 materials circulating systemwide. Total branch traffic decreased 3.4 percent with 147,653 patron visits. Systemwide, 1,263 groups used the meeting rooms with an attendance of 10,693. There were 414,487 searches from remote use of the Library's electronic products. The Web server recorded a total of 1,417,916 page views by 76,091 visitors during November.

Report of the Director: Cooper reported Board President Vickie Hicks made a presentation to the Friends of the Library at their holiday party to thank them for all their work in raising funds for the Library. A poster was presented listing "Benchmarks & Milestones" through the years for display at the sorting building. Also, bookmarks were distributed with the milestones and remarks from board members after hearing about the success of the Friends' fall sale.

The Holiday Store organized by the Between Friends gift shop had record sales of more than \$7,200. Approximately \$3,900 in profits from the Holiday Store will help fund the District's summer reading program.

As part of the KTTS Christmas Crusade, one person requested a membership to the Library, and the Library was able to meet that need.

The Jordan Valley Community Health Center and the Springfield-Greene County Health Department WIC Clinic invited the Library to partner with them in serving their patients and visitors. The Community Health Center had some federal grant funds to remodel an area to house the Library, which would include the collection already at the WIC Clinic as well as additional health-related materials and a self-check machine. The Library is submitting an LSTA grant for funding to hire a librarian.

The Library District joined the City of Springfield, Greene County, Springfield Public School District and City Utilities to host the local legislative delegation at a breakfast. Information was presented about how state budget cuts affect our community. This was a good opportunity to meet the new legislators and provide them with useful input when they consider legislation. Vickie Hicks presented the Library's portion of the presentation.

Board Education: Project Historian Brian Grubbs gave an overview of the Community & Conflict digitization project. Community & Conflict: The Impact of the Civil War in the Ozarks began in 2007 as part of a Library Services and Technology Act Digital Imaging Grant funded by the Institute of Museum and Library Services and coordinated by the Missouri State Library. Nineteen contributing collections will be included in the project by the conclusion of the current grant period ending on January 31, 2011. Through a cost-share grant with the National Park Service, a "Virtual Museum" will be developed that will feature multi-media components. Narrative will be provided by Dr. William Piston, a Missouri State

University history professor. Music from the period will be featured as well as the ability to manipulate some of the images.

In November, the Library applied for a grant to digitize the Peter W. Alexander papers residing at Columbia University in New York. The long distance partnership will develop interactive timelines for this region and will be a bridge between the three collections. The timeline will be compatible with mobile devices. The Library should receive notification about this partnership grant in mid-January. Cooper will inform the Board when the Library receives notification on the partnership grant.

New Business: DeVries moved to accept the Purchasing Policy. Crise seconded. Crise yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Nichols yea, Richards yea. Motion carried.

Griffeth moved to accept Confidentiality Policy. Richards seconded. Crise yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Nichols yea, Richards yea. Motion carried.

Miscellaneous Items: The Board of Trustees honored two retirees with albums of photographs with memories of their years of service with the Library District. Midtown Carnegie Branch Circulation Assistant Linda Horton will retire on December 31, just a month shy of her 31-year anniversary with the Library. Library Center Reference Associate Judy Adams retired December 10 with more than 18 years of service to the Library.

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

The meeting adjourned at 4:45 p.m.

Board of Trustees

Debbie Eckert, Director of Business Operations