



Springfield-Greene County Library Board of Trustees
January 18, 2011
Minutes

The Springfield-Greene County Library Board of Trustees met on Tuesday, Tuesday, January 18, 2011, at the Midtown Carnegie Branch with Vickie Hicks presiding.

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

Disposition of Minutes: Carrier moved to approve the December 21, 2010 minutes. Kollmeyer seconded. Carrier yea, Crise yea, DeVries yea, Griffeth absent, Guion yea, Hicks yea, Kollmeyer yea, Nichols yea, Richards yea. Motion carried.

Finance and Personnel Committee: Through December, the Library was 4.8 percent under budget. Year-to-date revenue totaled \$2,696,381 versus \$5,549,786 in expenditures. Income included reimbursement for six months' payroll from the Between Friends gift shop as well as receipts from the Missouri State Library for Library Services and Technology Act Edge to the Rescue and What Should I Read Next? grants as well as the U. S. Department of Education for the Ready to Learn grant.

Expenses included computer processors, keyboards, hard drives, printers, etc., from Account 5232 Minor Equipment. Account 5371 Building Repairs included sign repair, parking lot light replacements and irrigation system winterization for the Library Center. Account 5373 Office Equipment Repairs included annual MOREnet fees, ADP payroll equipment and software fees and annual maintenance for computer sign-in software. Account 6415 Computer Hardware includes a laptop for a grant project.

Executive Director Regina G. Cooper reviewed current tax collections. December tax collections increased more than \$719,027 from the previous year. However, collections leveled out on the January 15 check, with a net change of \$7,008. The Library will receive another tax collection check by January 31.

Buildings and Grounds Committee: City of Springfield Planning & Development Director Ralph Rognstad discussed the complexity of predicting growth patterns in the current financial market. Forthcoming census data may provide better planning information. As part of the planning process, a commercial realtor will make a presentation on the current real estate market at a future committee meeting.

The Strafford Branch will be closed for a week in March to allow staff members to modify and rearrange shelving at that location. The shelving arrangement will be similar to the new open layout at the Ash Grove Branch.

Cooper shared her response to a letter from a library patron concerning parking and book drop congestion at the Brentwood Branch. The committee will take the patron's suggestions into consideration as part of future planning for that branch.

Programs, Services and Technology Committee: Training Coordinator Jazy Mihalik gave an overview of the services provided through the Edge Community Technology Center and Edge to the Rescue programs. A condensed report will be presented as part of board education at a future board meeting.

Beginning in December, Overdrive e-media circulation will be included in the monthly statistics. Circulation in December decreased 4.3 percent with 290,194 materials circulating systemwide. Total branch traffic decreased 4.8 percent with 134,936 patron visits. Systemwide, 1,559 groups used the meeting rooms with an attendance of 9,523. There were 334,514 searches from remote use of the Library's electronic products. The Web server recorded a total of 1,491,926 page views by 70,073 visitors during December.

Report of the Director: Cooper read a note received through an Ask a Librarian comment praising staff and thanking the Library for all they do for the community.

The 2009-2010 annual report is available online as well as at all Library locations.

The Library District and Springfield Regional Arts Council will share the center display space at the annual Salute to Legislators at the Capitol Plaza Hotel in Jefferson City.

Because of the popularity of e-book readers as Christmas gifts, most all of the titles owned by the Library were checked out. An order for additional titles was placed, staff created a list of alternative resources for patrons and classes on the use of e-readers will be offered at the Library Center, Brentwood and Republic, the branches with the most active e-reader populations.

Branch Manager Marilyn Prosser will retire on February 28, 2011.

Human Resources Director Lori Strawhun and Library Station Manager Melissa Davis will head up an ad hoc committee to consider ideas for employee recognition. They will present their recommendations to the Library Director by the end of March 2011.

The Rotary Club of Springfield and Rotary District 6080 have awarded the Library \$2,000 for the Racing to Read early literacy initiative.

The Library Foundation received \$6,000 in response to the 2010 year-end mailing, double the results from the 2009 mailing.

The second Food for Fines campaign will take place January 23-29, 2011, with patrons receiving a 50-cent credit toward overdue fine balances for each donated item of non-perishable food. All food donations will be given to the Ozarks Food Harvest.

The Library received notification that the Summer Reading Program grant for \$19,938 was approved.

In observance of the Civil War's 150th anniversary, the Library is making available frame-ready reprints of the 1872 Springfield detailed street map. The proceeds will go the Library Foundation for use in the Local History and Genealogy Department.

The Missouri Library Association Advocacy Day is February 8. Cooper, Associate Director Jim Schmidt and Community Relations Director Kathleen O'Dell will schedule meetings with legislators for that day. Any board member interested in attending was asked to let Cooper know so they can get registered.

Because the MLA Advocacy Day conflicts with the Buildings and Grounds Committee meeting, that meeting will be rescheduled. Commercial realtor Skip Liebman will make a presentation at the March 8 committee meeting.

The General Policy Review Committee consolidated, revised and clarified wording on the circulation policies. The Board requested changing the sentence about the non-resident annual fee to the following: "Residents living outside of Greene County will be charged an annual fee as determined by the Library Board of Trustees." The policy will be posted on the Library website. The Gift Policy will be reviewed next month.

Neil Guion's and Rod Nichols' terms on the Library Board will end on June 30, 2011. Cooper asked the board to begin thinking of names of potential board members to fill these vacancies. Guion is a city appointee and Nichols was appointed by the county commission. The first three-year terms for Vickie Hicks and Cheryl Griffeth will also end on June 30. Cooper will recommend both Hicks and Griffeth be reappointed to second three-year terms.

Cheryl Griffeth arrived at the meeting.

Foundation Update: Director Michelle Creed reported the 2010 annual campaign raised more than \$6,000. Twice as many donors responded to this campaign than in 2009.

The Library Foundation is included in the 2009-2010 annual report. The Community Relations Department produced the Report to the Community with the Library Foundation paying the printing costs.

The Foundation's new website is live. Creed requested feedback as several tweaks are still being made to the site.

Board Education: Laura Radcliff, Senior Vice President at Stifel, Nicolaus Public Finance, reviewed financing alternatives for library districts. General obligation bonds require voter approval that includes a bond issue dollar amount and purpose. The debt service levy can fluctuate with assessed valuation changes and are limited to 5 percent of the Library District's assessed valuation.

Leasehold revenue bonds do not require voter approval if the bonds can be supported by the existing tax levy. If a levy increase is sought, a simple majority voter approval is required. Debt payments are subject to annual appropriation by the Board of Trustees, and a debt service reserve fund is required.

Ratings are important because they affect interest rates. The Library is currently rated "AA-" by Standard & Poor's. The current outstanding debt on the Series A and B leasehold revenue bonds total \$4, 550,000.

As the Library plans for the future, the financing process is usually eight to ten weeks after the project is identified and estimated costs gathered.

New Business: Crise moved to close the Library on Monday for the 2011 holidays occurring on Sunday. Richards seconded. Carrier yea, Crise yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea, Nichols yea, Richards yea. Motion carried.

Miscellaneous Items: Carrier moved to adjourn the meeting to closed session for a personnel discussion. Nichols seconded. A roll call vote was taken. Carrier yea, Crise yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea, Nichols yea, Richards yea. Motion carried.

The meeting adjourned to closed session at 5:05 p.m.

Board of Trustees

Debbie Eckert, Director of Business Operations