



**Springfield-Greene County Library Board of Trustees
July 20, 2010
Minutes**

The Springfield-Greene County Library Board of Trustees met on Tuesday, July 20, 2010, at the Brentwood Branch with Neil Guion presiding.

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

Member absent: Martha Crise

Branch Manager Marilyn Prosser welcomed the Board to the Brentwood Branch and introduced Kelley Johnson as the new Children's Department Manager. Prosser invited the Board to walk around the library following the meeting to observe the summer reading program themed decorations.

Leslie Carrier reported the Nominating Committee recommended the following officers for 2010-2011: President Vickie Hicks, Vice President Leslie Carrier, Secretary David Richards and Treasurer Kenton DeVries. Carrier yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea, Nichols yea, Richards yea. Motion carried.

Kim Kollmeyer was named liaison to the Library Foundation Board of Directors.

Board President Vickie Hicks presided over the meeting.

Disposition of Minutes: Guion moved to approve the June 15, 2010 minutes. Kollmeyer seconded. Carrier yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea, Nichols yea, Richards yea. Motion carried.

Finance and Personnel Committee: Through June, the Library was 3.7 percent under budget. The financial report is a preliminary report, and a final report will come after all invoices have been paid for the budget year. Year-to-date revenues totaled \$12,414,846 versus \$11,862,269 in expenses. Income included annual receipts from consortium members for maintenance and support and a payment from Between Friends for gift shop proceeds as well as six months' payroll reimbursement. Trust income included a quarterly distribution from the Buhrman Trust as well as the monthly disbursement from the Stephens Trust. Grant income included: Library Services and Technology Act What's New in Children's Literature and the Edge Service Expansion; U. S. Department of Education Ready-to-Learn and Missouri Parent Information Resource Center (MO-PIRC). The National Park Service reimbursed a portion of the Wilson's Creek cost-share grant. The Library received e-rate reimbursement from the Universal Service Fund for telephone service.

Expenses included miscellaneous items for the Republic Branch, Library Station and the Edge as well as monitors for the Gates Hardware grant from Account 5232 Minor Equipment. Information Technology Manager David Patillo continues to communicate with AT&T regarding

outstanding disputes for credit to the Library's account. Account 5331 Travel included expenses for the United Way 211 conference as well as the American Library Association and Community and Conflict conferences. Account 5336 Auto Mileage includes reimbursement for Walking Books volunteers as well as grant mileage for staff for the Summer Reading to Go, Edge Technology Ladder and MO-PIRC programs. Account 6415 Computer Hardware included computers and equipment for the Gates Hardware and self-checkout workstation grants.

The Finance and Personnel Committee recommended accepting the financial report. Carrier yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea, Nichols yea, Richards yea. Motion carried.

The Finance and Personnel Committee recommended the Board establish an unrestricted reserve fund to be used for capital or emergency expenses, transfer \$35,000 into that account from the unexpended balance from the contingency fund and authorize the Executive Director to add to that account as funds are available. Carrier seconded. Carrier yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea, Nichols yea, Richards yea. Motion carried.

Buildings and Grounds Committee: Cheryl Griffeth reported that due to budget cutbacks for major projects for 2010-2011, the theme for the Buildings and Grounds Department is "touch up and catch up".

The Library submitted a grant request to the Friends of the Library to revitalize the Ash Grove Branch with new paint, carpet, some new furniture and refurbish the existing shelving. The Friends of the Library Board will consider the recommendation from their Finance Committee to fund the project when they meet on Monday, August 2.

The solar seminar sponsored by Sapp Design Associates scheduled for August 26 has been cancelled and a new date has not been set. Executive Director Regina G. Cooper will inform the Board when the seminar is rescheduled.

The Bookmobile is in need of repairs to the fuel pump and generator. The Library will submit a grant request to the Friends of the Library to provide funding toward the purchase of a new bookmobile.

The owner of the Coffee Guru in Willard is investigating the possibility of providing a coffee kiosk inside the Midtown Carnegie Branch south lobby. There would be no cost to the Library to provide this service.

The parking lots at the Library Center and Library Station have been resealed and striped. Due to economic conditions, the Library accepted the lowest bid for the project, which involved using coal tar. An EPA report about research into the safety of coal tar is expected to be released in September. Information gathered will be considered before making future decisions about parking lot surfaces.

Since Dollar Station vacated its spaced leased from Maples Property, the Strafford Branch is the only business left in the strip shopping center. The owner has offered another bay for the Library to expand operations. Staff will inspect the property and do a cost analysis on future expansion for the branch.

Programs, Services and Technology Committee: Community Relations Director Kathleen O'Dell reported on community information and marketing as part of the strategic planning reports. A condensed report on Community Information and Marketing will be presented as part of the board education at a future board meeting.

Circulation in June decreased 1 percent with 363,057 materials circulating systemwide. Total branch traffic increased 2.5 percent with 187,174 patron visits. Systemwide, 1,840 groups used the meeting rooms with an attendance of 9,567. There were 566,122 searches from remote use of the Library's electronic products. The Web server recorded a total of 1,586,638 page views by 79,940 visitors during June.

Report of the Director: Cooper reported that on June 21 self-checkout machines provided through a Library Services and Technology Act grant were installed at the Library Center and the Library Station. Both locations have a unit at the circulation desk as well as in the Children's Department. By the end of June, the Library Center circulated 4,485 items through self-checkout and the Library Station circulated 1,809.

New Business Librarian Kelly Miller will begin her duties at the Library Center on August 2. Two staff had title changes to better reflect their job descriptions. Associate Director of Public Services Jim Schmidt's title is now Associate Director and Business Office Manager Debbie Eckert's title is now Director of Business Operations. Due to budget restrictions, there was no pay increase associated with the title changes.

After obtaining three bids for courier service, the contract was awarded to Via Bancourier beginning in early August. The vendor's bid was within the amount budgeted including Saturday service for five branches and the Price Cutter book drop.

Cooper received a note from the Ash Grove mayor thanking the Ash Grove Branch Library for their participation in Hot Dawg Days.

The Executive Director's 2009-2010 Annual Report highlighted the opening of two new branches in Willard and Republic. Three new Board of Trustee members were appointed to three-year terms. The City of Springfield appointed Kenton DeVries and David Richards; Greene County appointed Kim Kollmeyer. Communications expanded when the Library rolled out a new and improved website and went live on Facebook and Twitter. Installation was completed on the new Voice over Internet Protocol (VoIP) phone system. Three significant personnel changes included hiring Renee Brumett as Electronic Resources Librarian to administer the Innovative Interfaces automation system, oversee the electronic databases and coordinate Web activities. Two long-term employees, Community Relations Director Jeanne Duffey and Planning & Development Coordinator Carol Grimes, retired during the past year. Kathleen O'Dell was hired as the new Community Relations Director and Gay Wilson as the Planning & Development Librarian. The Friends of the Library celebrated 30 years of service and sold more than \$200,000 at their book sales in the fall and spring. The Library Foundation introduced a new logo and brand, "Your Library, Your Passion, Your Legacy". The Library circulated 3,964,937 items with a goal of 4 million items for 2010-2011. Total traffic was 1,989,866 with a goal of 2 million visitors next year.

Board Education: Library Center Reference Librarian Tammy Flippen reported on her trip to Johnson Space Center in Houston to participate in NASA's "Tweetup" in connection with the space shuttle Atlantis' STS-132 mission. Flippen and 100 other participants from around the world were selected to provide a different perspective of the shuttle mission operations by encouraging them to Tweet about what they saw and did during their stay in May. The participants toured the space center as well as viewed mission control and the astronauts' training facilities. They spoke with NASA managers, flight directors, trainers and astronauts. Flippen confirmed that astronauts read while in space.

Hicks made the following committee appointments: Finance and Personnel: Kenton DeVries, chair; Kim Kollmeyer, Rod Nichols, David Richards. Buildings and Grounds: Neil Guion, chair; Leslie Carrier, Cheryl Griffeth. Programs, Services and Technology: Leslie Carrier, chair; Martha Crise, David Richards.

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

The meeting adjourned at 5 p.m.

Board of Trustees

Debbie Eckert, Director of Business Operations