



Springfield-Greene County Library Board of Trustees
July 19, 2011
Minutes

The Springfield-Greene County Library Board of Trustees met on Tuesday, July 19, 2011, at the Brentwood Branch with Vickie Hicks presiding.

Members present: Leslie Carrier, Martha Crise, Kenton DeVries, Cheryl Griffeth, Vickie Hicks, Kim Kollmeyer, Jim Meadows, David Richards

Member absent: James Jeffries

Library Board President Vickie Hicks introduced Jim Meadows, a Greene County appointee to the Library board.

The Nominating Committee recommended the following officers for 2011-2012: President Leslie Carrier, Vice President David Richards, Secretary Martha Crise and Treasurer Kim Kollmeyer. Carrier yea, Crise yea, DeVries yea, Griffeth yea, Hicks yea, Kollmeyer yea, Meadows yea, Richards yea. Motion carried.

Board President Leslie Carrier presided over the meeting.

Disposition of Minutes: Hicks moved to approve the June 21, 2011, minutes. Kollmeyer seconded. Carrier yea, Crise yea, DeVries yea, Griffeth yea, Hicks yea, Kollmeyer yea, Meadows yea, Richards yea. Motion carried.

Finance and Personnel Committee: Through June, the Library was 6 percent under budget. The financial report is a preliminary report, and a final year-end report will come after all invoices have been paid for the budget year. Year-to-date revenues totaled \$12,759,939 versus \$11,970,707 in expenditures. Operating cash through the end of June totaled \$5,661,868. New bank accounts were established with Great Southern Bank. 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. Grant income included a disbursement from the Missouri State Library for the Library Services and Technology Act (LSTA) Digital Imaging grant.

Expenses included shelving for Jordan Valley Community Health Center, a table saw for the Buildings and Grounds Department, supplies to refurbish the Library Center Story Garden from Foundation donations and hardware, printers, cables, monitors, television, etc. for the Information Technology Department from Account 5232 Minor Equipment. The Library received an e-rate reimbursement check for \$30,620 the first week of July for telephone invoices in the 2010-2011 budget year. This amount will be reclassified on the audit adjustments. Account 5331 Travel/Training included expenses for staff to attend the American Library Association (ALA) National Legislative Day as well as the ALA annual conference. Account 6412 Motor Vehicles included the balance due on the new Mobile Library. The budgeted amount reflected the bid award for the bookmobile. The graphics was an additional contract. The Friends of the Library donation totaled \$232,000.

Buildings and Grounds Committee: Carrier reported the new Mobile Library was officially launched with media attention on Wednesday, July 6, at the Library Center. Walnut Grove Mayor Eldon Locke spoke with Executive Director Regina G. Cooper at the launch party, expressing the city's ongoing desire for a branch library. Currently, Walnut Grove is served weekly by the Mobile Library. Locke expressed appreciation for the service.

Farber Specialty Vehicles plans to buy the Library Express for \$7,500. The old Bookmobile is still for sale.

The Fog City Coffee kiosk will open for business in the south entry of the Midtown Carnegie Branch beginning Wednesday, July 20. Community Relations Director Kathleen O'Dell is working with Fog City Coffee staff to plan a grand opening ceremony.

Park Central Branch Manager Drew Belt will move to a new position as part-time security guard and will work with administration to evaluate the Library's security needs. Belt will be working part time as he pursues his master's in library science degree. Securitas will continue to be used for other Library security needs.

The bid for the new sign at the Library Center was awarded to Payne Sign Company. The new sign should be installed by the end of July. In the 2011-2012 budget, the Library Center will receive building upgrades that include replacing the tile in the outside entry, canopy roof, café floor and the solid green carpet under the public computers.

Recent projects at the Library Station included putting a protective sealer on the front sidewalk as well as relamping the children's department with lower wattage and higher efficiency bulbs.

The only upgrades the Brentwood Branch will receive in the current budget year are items that can be used in the future remodeling project. Architect Jim Stufflebeam from Sapp Design Associates is putting together a very preliminary concept design for administrative and Brentwood Branch staff to review. The concept design will also be presented at the August 9 Buildings and Grounds Committee meeting.

The Library has completed the first two projects from the new Strategic Plan, refurbishing and updating the Stafford Branch as well as the production and delivery of the new Mobile Library.

Programs, Services and Technology Committee: Interlibrary Loan Manager Rhonda Brown reported on the Library District's resource sharing service, which is a combination of interlibrary loan (ILL) and Missouri Bibliographic Information Users System (MOBIUS) systems. A condensed report will be presented as part of board education at a future board meeting.

Circulation in June decreased 2.6 percent with 353,602 materials circulating systemwide. Total branch traffic decreased 4.2 percent with 172,935 patron visits. Systemwide, 1,727 groups used the meeting rooms with an attendance of 8,724. There were 447,847 searches from remote use of the Library's electronic products. The Web server recorded a total of 1,559,053 page views by 70,596 visitors during June.

Report of the Director: Cooper reported the Between Friends Online Gift Shop officially launched on July 12, 2011, at www.betweenfriendsgiftshops.org.

The Library's Integrated Library System (ILS) vendor is launching a new software client in November. The Library agreed to become a development partner with the vendor for this project and will begin converting from Millennium to Sierra this fall. As a development partner for this project, the Library will receive a 50-percent discount on the cost of the service.

The Library was awarded an LSTA mini-technology grant for \$16,106 to replace all 16 public computers at the Park Central Branch. The Library was also awarded an LSTA Technology Ladder grant of \$8,813 for self-checkout machines at the Brentwood and Midtown Carnegie branches.

The Library was approved for a \$5,000 grant from the National Endowment for the Arts to participate in the Big Read 2012. That grant, plus a \$5,000 grant from the Friends of the Library, will provide \$10,000 for special programming and author visits for next year's Big Read focusing on the title "The Maltese Falcon." The Friends of Library reported at its annual meeting on July 11 that the Friends provided the Library District with \$336,999.95 for fiscal year 2010-2011 for core projects/activities and special requests. To make the figure an even \$337,000, the Friends presented Cooper with a nickel at the meeting.

The Midtown Carnegie Branch will get new tables and chairs for computers and early literacy stations from a \$1,750 gift to the Foundation for that branch.

Trustee Vickie Hicks was appointed to a second term by the Greene County Commission. The county commission also appointed Springfield attorney Jim Meadows to the Board of Trustees.

July 28 is Library Night at the Springfield Cardinals game at Hammons Field.

Debbie Eckert, Director of Business Operations, will retire on October 1 after 32 years of service to the Library District.

The Executive Director's 2010-2011 Annual Report highlighted the new Mobile Library, purchased through a grant from the Friends of the Library. Several new business partners contributed to sustaining Mobile Library services for the next three years through the Library Foundation. The Friends of the Library also provided funds to refurbish the Ash Grove Branch. Rotary clubs as well as the Library Foundation provided funds for the Racing to Read early literature initiative, which provided every branch with an early learning center. The October Staff Development Day theme was advocacy. The Community Relations Department launched a weekly Advocacy Matters segment in the LibeWire, which includes information to use in advocating for the Library. The advocacy emphasis tied in with the Library's annual participation in the Missouri Library Association's Advocacy Day at the Capitol and the Springfield/Branson Regional Salute to Missouri Legislators, where the Library District and the Springfield Regional Arts Council shared the center stage display in the hotel ballroom this year. Associate Director Jim Schmidt attended National Library Advocacy Day in Washington, D.C. Televisions were installed at all locations to market Library programs and services. The mobile website went live on October 27, the Library began using QR (Quick Response) codes to provide additional information on signs and in Bookends and the use of downloadable e-books increased after Christmas. The new Strategic Plan included a slight change to the mission/vision statement. The six new values have been incorporated into job descriptions. The Library Foundation introduced a new website, yourlibraryfoundation.org, and the Brentwood Branch celebrated 40 years. Library Snapshot Day was held on September 21, 2010. Money Smart Week, in cooperation with local financial institutions, featured 30 personal finance programs in April. Money Smart Week received national attention at the American Library Association conference. The fifth annual Big Read featured titles to commemorate the Civil War's 150th anniversary. Missouri 2-1-1 use skyrocketed after the May 22 Joplin tornados. The Friends of the Library was named Outstanding Philanthropic Organization of the Year by the Association of Fundraising Professionals, Ozarks Region.

Board Education: Library Center Reference Librarian Tammy Flippen gave an overview of the Funding Information Center. The Funding and Business Information Center serves nonprofit and community organizations in the region. As a Cooperating Collection of the Foundation Center in New York, the Library is part of a network of more than 425 libraries, community foundations and nonprofit resource centers that provides a core collection of Foundation Center publications for public reference. In addition to conducting Funding 101 Research and Writing Skills training sessions each month, individuals and nonprofit groups can make one-on-one appointments to discuss their specific needs.

New Business: Carrier made the following committee appointments: Finance and Personnel: Kim Kollmeyer, chair; Kenton DeVries, Leslie Carrier. Buildings and Grounds: Cheryl Griffeth, chair; David Richards and a new board member. Programs, Services and Technology: Vickie Hicks, chair; Martha Crise and a new board member. Carrier will discuss the committee duties with the new trustees prior to making their appointments.

Miscellaneous Item: Carrier thanked Trustee Vickie Hicks for her service as president the past fiscal year. Jim Meadows told the Board he is a litigation attorney and as a child was a Bookmobile user. His 7-year-old child likes to visit both the Library Station and Library Center.

The meeting adjourned at 5:10 p.m.

Board of Trustees

Debbie Eckert, Director of Business Operations