



**Springfield-Greene County Library Board of Trustees  
July 16, 2012  
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, July 17, 2012, at 4:00 p.m. at the Ash Grove Branch Library, 101 E. Main Street, Ash Grove, Missouri. Members of the Board of Trustees were present or absent as follows:

**Present/Absent**

Leslie Carrier, President and Member:	Present
David Richards, Vice President and Member:	Absent
Martha Crise, Secretary and Member:	Present
Kim Kollmeyer, Treasurer and Member:	Present
Kenton DeVries, Member:	Present
Cheryl Griffeth, Member:	Absent (arrived later)
Vickie Hicks, Member:	Absent
James Jeffries, Member:	Absent
Jim Meadows, Member:	Present

The President of the Board of Trustees declared that a quorum was present and called the meeting to order.

The Nominating Committee recommended the following officers for 2012-2013:

President – David Richards  
Vice President – Kenton DeVries  
Secretary – James Jeffries  
Treasurer – Kim Kollmeyer

Carrier moved to approve the officer recommendations. Crise seconded. Carrier yea, Crise yea, DeVries yea, Kollmeyer yea, Meadows yea. Motion carried.

In the absence of Board President David Richards, Vice President Kenton DeVries presided.

Disposition of Minutes: Carrier moved to approve the minutes of the regular session of June 19, 2012; Meadows seconded. Carrier yea, Crise yea, DeVries yea, Kollmeyer yea, Meadows yea. Motion carried. Crise moved to approve the minutes of the special session of June 27, 2012; Kollmeyer seconded. Carrier yea, Crise yea, DeVries yea, Kollmeyer yea, Meadows yea. Motion carried.

Finance and Personnel Committee: 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. Through June, the Library was 5.1 percent under budget. Year-to-date revenues totaled \$12,996,928 versus \$12,127,233 in expenditures. Operating cash through the end of June totaled \$6,815,033.

For income during the fiscal year, current taxes came in under budget while PILOT payments and Sur Tax were over budget, putting tax revenues overall at 99 percent of budget. Income from fines was under budget, but out-of-county annual fees were over budget at 104.3 percent and copy machine income was over budget at 106.3 percent. The final Gift Shop payment arrived in July and will be reclassified on the audit adjustments to the 2011-2012 fiscal year. Other income included annual receipts from consortium members for maintenance and support and payments by Friends of the Library towards the children's book bins. The Library also received another distribution payment from the Joe J. and Joan E. Cain Trust of \$50,000. Income from grants was more than anticipated. Interest income was inaccurately projected and will be more accurate in 2012-2013.

[Griffeth arrived at the meeting.]

Expenses for the year were lower than budgeted for salaries and LAGERS retirement payments. Insurance premiums and claims were also lower than budgeted. Unemployment compensation was very low in 2011-2012, totaling 4 percent of budget, and Workers Compensation was also under budget at 37.2 percent. Travel and training expenses will still be coming in before the budget year closes out. Account 5361 Utilities is under budget for the fiscal year but there are some 2011-2012 invoices still to pay. Account 5371 Building Repairs is at 77.9 percent with some more invoices yet to pay. \$10,000 was moved from the budget in Account 5321 Telephone to Account 6415 Computer Hardware for the Media Surfer unit.

Buildings and Grounds Committee: Carrier reported:

- Regarding the Brentwood Branch renovation project, the condemnation proceeding on the Wayland Avenue property matter goes before a judge for a final order on Friday July 20. A reimbursement payment for June and July mortgage principal and utilities has been sent to Steven Claypool. The Request for Qualifications for architectural services on the project was published on July 16. Six architecture firms were specifically invited to submit bids and the RFQ is also on the Library web site. The deadline to submit bids is August 10, 2012 at 10:00 a.m.
- Status of the Fog City Café and a possible replacement at the Midtown-Carnegie Branch Library is still pending.
- There is new flooring in the Circulation work room at the Library Center.
- The Library Station Children's area has new inlaid railroad track flooring.
- There are additional security cameras at The Brentwood Branch Library.
- The Republic Branch Library has a new storage shed for donated books and other items.
- The Willard Branch Library has its new children's book bins
- The Midtown-Carnegie Branch Library now has protective plexiglass over the stained glass windows on the north side.

Programs-Services-Technology Committee: Meadows reported that the committee heard a presentation by Information Technology Manager David Patillo on the Chromebooks lending pilot project. The presentation will be made at the next Board of Trustees meeting.

Report of the Director:

- Springfield will host the Missouri Library Association annual conference on October 3-5.

- Two staff members, Library Center Branch Manager Lorraine Sandstrom and Planning and Development Librarian Gay Wilson, have received scholarship grants for the R-Squared (Rise & Reward) Conference in Telluride, Colorado in September.
- The Library was awarded a Library Services and Technology Grant for \$4,452 that will provide 28 e-readers for staff and public training.
- Board member Kim Kollmeyer was reappointed to a second term on the Board of Trustees by the Greene County Commissioners. Board members Kenton DeVries and David Richards have been reappointed to second terms by Springfield City Council.
- A new Booklist web site went live on June 25.
- The Park Central Branch Library held storytime in the shade on Park Central Square in June.

Director's Annual Report: Cooper reported on the 2011-2012 budget year:

- Almost two million people used the 10 branch libraries during the year.
- The Health Library at Jordan Valley opened at the Jordan Valley Community Health Center.
- Fog City Coffee opened a café kiosk at the Midtown-Carnegie Branch Library.
- Two new Trustees joined the Board: Jim Meadows and James Jeffries.
- The Friends of the Library sold \$99,349 in the fall and \$121,522.85 in the spring at their book sales. The money helped fund summer reading programs, musical programs, the Big Read, library plant service, a new delivery vehicle, and a pledge to place children's picture book bins throughout the district.
- The Library hosted events for Banned Book Week, including an event with author Sarah Ockler, author of *Twenty Boy Summer*. Her visit was made possible by a grant from the ALA Judith Krug Memorial Fund.
- Valerie Richardson joined the Library staff as Foundation & Development Director, and plans for the capital campaign for the Brentwood renovation began.
- The last payment on the debt for the Library Center was paid this year, and the bonds that funded the Library Station were refunded to reduce the payment by about \$30,000 per year for the next ten years.
- The Library's Big Read celebration for 2012, featuring Dashiell Hammett's *The Maltese Falcon*, was funded by a National Endowment for the Arts Big Read grant and by the Friends of the Library. Two authors, Bruce Hale and Ridley Pearson, came to Springfield to present programs for the event.
- The Edge Community Technology Center celebrated its 10<sup>th</sup> birthday in April 2012.
- The Youth Services Department was asked for permission to use its Racing to Read model for early literacy programming by the Mid-Continent Public Library, and the Summer Reading Program saw a 17 percent increase in the number of children and a 4 percent increase in the number of teens participating. The Born 2 Learn program presented the Library the opportunity to partner with several community agencies to enhance early literacy and kindergarten readiness.
- Community & Conflict launched the online Civil War Virtual Museum at [www.civilwarvirtualmuseum.org](http://www.civilwarvirtualmuseum.org) and a Civil War Timeline of the Trans-Mississippi Theater at [www.cwttimeline.org](http://www.cwttimeline.org).
- Our Integrated Library System vendor's new product, Sierra, will go live in August, after the Library worked as a development partner with them. Also, the Library added more self-check machines and encouraged more email notifications for hold rather than phone

and mail. The Between Friends Gift Shop also rolled out its online store at [www.betweenfriendsgiftshops.org](http://www.betweenfriendsgiftshops.org)

- Additional highlights from the year are included in the written report.

Foundation Update: Foundation & Development Director Valerie Richardson reported that the Request for Qualifications for architectural services was posted to the Library web site June 16. Members of the capital campaign committee should be finalized by July 23, and then meetings and a timeline will be set up. The “Walking Toward America” fundraiser was very successful, with sellout crowds both nights. The Foundation netted about \$3,300 from the event.

Board Education: Youth Services Coordinator Nancee Dahms-Stinson presented information on the Born 2 Learn program. The Library is partners with Community Foundation of the Ozarks, YMCA, and Discovery Center. The program addresses kindergarten readiness and academic success by providing parents with activities for their young children to promote early literacy and learning.

Miscellaneous items: The committee appointments have not yet been made but will be done by President David Richards before the next committee meetings.

The Board of Trustees honored two retirees: Shelley Scriven, Technical Services Clerk, who worked for the Library for 17 years, and Michael Glenn, Manager of the Local History Department at the Library Center, who worked for the Library for 30 and a half years.

The meeting was adjourned at 4:50 p.m.

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Board of Trustees

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Director of Business Operations