



**Springfield-Greene County Library Board of Trustees**  
**June 15, 2010**  
**Minutes**

The Springfield-Greene County Library Board of Trustees met on Tuesday, June 15, 2010, at the Library Center with Neil Guion presiding.

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

Member absent: Martha Crise, Rod Nichols, David Richards

Disposition of Minutes: DeVries moved to approve the May 18, 2010 minutes. Kollmeyer seconded. Carrier yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea. Motion carried.

Library Foundation: Director Michelle Creed reported the Smith-Glynn-Callaway Medical Foundation awarded the Library Foundation a \$6,000 grant for the purchase of medical and health-related books as well as other materials. Training programs will be developed for staff and the public. A complete summary of fiscal year activities for the Library Foundation will be reported at the August Library Board meeting.

Finance and Personnel Committee: Through May, the Library was 3.7 percent under budget. Year-to-date revenues totaled \$12,188,914 versus \$10,834,020 in expenses. Grant income included: Friends of the Library for the summer reading program; Library Foundation donations for the Brentwood and Ash Grove Branches, Library Center, donor wall at the Republic Branch, Walking Books and the summer reading program; Library Services and Technology Act videoconferencing equipment and self-check technology; U. S. Department of Education Ready-to-Learn.

Expenses included travel expenses for the Chautauqua and Big Read speakers as well as Innovative Interfaces User Group conference from Account 5331 Travel. Account 5372 Vehicle Repairs included new tires for the Library delivery van as well as Bookmobile repairs. Account 6415 Computer Hardware included grant purchases for computers and self-checkout machines. The Library was notified that the e-rate reimbursement check should be mailed in June.

Hicks moved to accept the financial report. DeVries seconded. Carrier yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea. Motion carried.

Kim Kollmeyer reviewed the 2010-2011 proposed budget. The proposed budget is based on a projected 2.5 percent increase in tax revenue. Consortium fees increased 4 percent, and State Aid was reduced by 10 percent. Overall the budget is austere again this year, with only absolutely necessary repairs budgeted. Collections are recommended to remain at 16.5 percent of the operating budget. No additional staff positions will be added although a 1 percent cost-of-living adjustment is included in the proposed budget. Health insurance claims is based on 15

months of activity. Health insurance premiums cover a calendar year, and renewal rates will not be available until later this year. Educational reimbursement includes funds for three staff members taking classes toward masters in library science degrees. The training budget was reduced by 33 percent. MOREnet fees are budgeted at double of this year's costs. The Library will pay connectivity fees as contracts at the branches expire. The budget includes a \$48,000 contingency fund.

Hicks moved to approve the proposed budget for 2010-2011 as presented. Carrier seconded. Carrier yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea. Motion carried.

Buildings and Grounds Committee: Cheryl Griffeth reported that entities in the vicinity of the Midtown Carnegie Branch were contacted about the vacant parking lots for lease, but none expressed an interest in pursuing a lease. A sign will be placed on the property advertising it is available for lease.

The courier service notified the Library that delivery costs will almost double for the next fiscal year. Staff is reviewing options to manage those delivery costs.

The boiler at the Brentwood Branch passed inspection.

A piece from the ceiling in the Midtown Carnegie Branch basement restroom fell. The remainder of the ceiling is secure. Repairs will be made by the Buildings and Grounds staff.

There are no shelves in the ladies restrooms to hold books. A small desk will be placed by the diaper changing station in the ladies restroom at the Library Center. The Library will continue to plan on how to accommodate the other branches.

Beginning in July, the Buildings and Grounds Committee meeting location for 2010-2011 will be moved to the Brentwood Branch.

Programs, Services and Technology Committee: Electronic Resources was a new position added this year, and Librarian Renee Brumett gave an overview of the electronic resources available. Brumett's responsibilities include coordinating information to staff about the resources available as well as troubleshooting user problems, evaluating on-line databases and reviewing product usage. Brumett works closely with the Information Technology and Web Services staff.

Circulation in May decreased 4 percent with 302,721 materials circulating systemwide. Total branch traffic included 160,611 patron visits. Systemwide, 1,834 groups used the meeting rooms with an attendance of 9,697. There were 464,986 searches from remote use of the Library's electronic products. The Web server recorded a total of 1,565,217 page views by 91,109 visitors during May.

Report of the Director: Executive Director Regina G. Cooper reported that Trustees Leslie Carrier and Martha Crise have terms expiring at the end of June. The mayor has recommended Carrier's reappointment, and the county commissioners will reappoint Crise.

Cooper completed the Leadership Springfield program. She expressed her thanks for the Board's sponsorship and felt, particularly as a newcomer to the area, that the program was worth her time and cost to learn about the community.

The Library received notification that the Library Services and Technology Act Edge to the Rescue grant will be renewed for \$43,558. The grant will continue to provide portable computer labs for access to employment information and provide training in basic computer and software skills to rural and urban library communities.

An Enhanced Enterprise Zone has been established within the City of Strafford. It is hard to determine the dollar amount that will affect the Library. The Missouri Public Library Directors is working on draft legislation proposing an alternative system of economic development incentives across Missouri that gives fair treatment to taxing jurisdictions and taxpayers.

Local young adult author Holly Schindler was one of the presenters at Teen Mania in June. She donated her honorarium to the Library to say thank you for all of the help she received while writing her first novel, "*A Blue So Dark*."

Park Central Branch Assistant Grace Bentley received a scholarship for support staff from the American Library Association as well as a scholarship from the Missouri State Library to get a Masters in Library Science degree.

The Strafford Branch landlord notified the Library that the section in the Chestnut Plaza suites adjacent to the Strafford Branch will be available for lease on July 1. The Buildings and Grounds Committee will review the additional costs associated with the proposed increased space at its July meeting.

The Library's summer reading program was featured in an article in the June issue of *417 Magazine*. The Republic Branch, designed by Brooke Cinalli, received the Interior Design Award from *417 Magazine* in the Commercial Office Space Category. Pictures are included in the latest issue of *417 Home*.

For the first time in several years, the Library is sponsoring an Adult Summer Reading Program. To date, 1,162 adults, 1,773 teens and 1,886 children have registered for the reading program.

Retired Planning and Development Coordinator Carol Grimes' retirement reception will be held from 4:30-6:30 p.m. on Thursday, June 17, at the Library Center.

On Tuesday, June 22, the Republic Branch will present the program "Social Networking for People Who Don't."

Board Education: Information Technology Manager David Patillo reviewed Electronic Services as part of the strategic planning reports. Electronic Services cover three categories—public, staff and infrastructure. Core public services include computers, COOLcat, MOBIUS, free WIFI, the Web site, subscription databases, digitization collections, etc. Staff core services include computers, e-mail, WIFI, Innovative Interfaces, payroll and accounting systems, document management, etc. Infrastructure services include security, free internet access, networking cables and equipment, reliable access for the Bookmobile, etc. The committee did a SWOT analysis analyzing the strengths, weaknesses, opportunities and threats. The committee's goals include monitoring and proposing upgrades to the Wide Area Network (WAN) as needed in order to provide fast, free Internet for the public and providing computer hardware and software for patron use that meets or exceeds their expectations.

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

The meeting adjourned at 5 p.m.

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Board of Trustees

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Debbie Eckert, Business Office Manager