



Springfield-Greene County Library Board of Trustees
March 20, 2012
Minutes

The Springfield-Greene County Library Board of Trustees met on Tuesday, March 20, 2012, at the Republic Branch Center with Leslie Carrier presiding.

Members present: Leslie Carrier, Kenton DeVries, Cheryl Griffeth, Vickie Hicks, Jim Meadows,

Member absent: Martha Crise, James Jeffries, Kim Kollmeyer, David Richards

Disposition of Minutes:

- Hicks moved to approve the minutes of the regular session for February 21, 2012; DeVries seconded. Carrier yea, DeVries yea, Griffeth yea, Hicks yea, Meadows yea. Motion carried.
- Hicks moved to approve the minutes of the closed session for real estate for January 17, 2012; Griffeth seconded. Carrier yea, DeVries yea, Griffeth yea, Hicks yea, Meadows yea. Motion carried.
- Hicks moved to approve the minutes of the closed session for personnel for January 17, 2012; DeVries seconded. Carrier yea, DeVries yea, Griffeth yea, Hicks yea, Meadows yea. Motion carried.
- Hicks moved to approve the minutes of the closed session for personnel for February 21, 2012; Meadows seconded. Carrier yea, DeVries yea, Griffeth yea, Hicks yea, Meadows yea. Motion

Finance and Personnel Committee: Cooper reported for the committee in Kollmeyer's absence. The Library is 6.4% under budget for the month ending February 29, 2012. Revenues for year-to-date are \$12,048,313 with expenses of \$7,435,912. The committee proposed the budget revisions. Change to the income accounts are final figures for some categories of tax money received. Grants, including Friends of the Library grants and others, account for most markups. Trust income has changed because of the \$100,000 received from the Cain trust. Account 4401 State Aid is increased since the first of two equal payments is higher than was budgeted. Account 4410 Grant Income is increased. Account 5111 Salaries and 5211 Collections are increased due to grant-funding. Account 5232 Minor Equipment is increased by \$169,000 by moving the same from Account 6415 Computer Equipment, since those items were less than \$1,000 and therefore not capital items. Account 6411 Office Furniture and Equipment is adjusted because of some furniture for the Jordan Valley Community Health Center Health Library. Account 6412 Motor Vehicles is changed to reflect the actual cost of the new delivery van at \$24,961 with part of the Friends donation going to Account 5342 Printing to cover the vinyl logo on the van, and \$1,800 going to Account 5372 for retro-fitted backup cameras on the rest of the delivery vans. Hicks moved to approve the revised budget for the 2011-2012 fiscal year as

presented. Griffeth seconded. Carrier yea, DeVries yea, Griffeth yea, Hicks yea, Meadows yea. Motion passed.

Cooper presented background information on the G.B. Lemmon trust. Dr. Lemmon's daughter Martha Lou Stohlman made a gift to the trust in 2002, so it went up, and Lisa Sampley worked with her for several years to choose the materials to purchase with the annual proceeds. Sampley now makes those choices. This year's distribution was approximately \$600, and the value of the trust is over \$16,000. The Library receives its annual distribution in March as part of the collection budget every year.

Buildings and Grounds Committee: Meadows reported that the carpet in the Library Center was not the correct color, and will hopefully be replaced over Memorial Day weekend, at no cost to the Library. The canopy at the Library Center is going to be repaired but the bids were higher than expected; \$30,000 was budgeted and the bids were around \$90,000. Buildings and Grounds Manager Allen Woody reported that the Library will re-bid the project with the same material that is currently in place, but with no gaps as there currently are. Bids are also being requested for re-flooring the Mudhouse coffee shop at the Library Center. There will be a day porter added for the Library Station on Saturday.

Programs-Services-Technology Committee: Hicks deferred the committee report until the board education segment on the Big Read 2012.

Report of the Director:

- Cooper reported that 211 Representative Martha Love was in Branson last week for United Way help for tornado victims in Branson. At a public meeting, the Library was publicly thanked for that service. Martha represented one of 15 agencies to help.
- The State Library is offering a seminar entitled "Trustee Basics." Annie Busch will present a session entitled "Trustee Roles and Responsibilities," and Kent L. Brown will present a session entitled "Library Law." Board members can go online and register by Thursday March 22.
- Updates on the Big Read will be presented as board education.
- There is not yet an update on the price of ebooks.
- Refunding of the Series B leasehold revenue bonds is proceeding. There has been more paperwork than anticipated but the delay should not be substantial.
- The recently publicized Springfield Public Schools audit has several points for the Library to consider and learn from, and staff are evaluating the audit report.
- Cooper and five other staff attended the convention of the Public Library Association last week. They were able to attend sessions on reference, children's services, human resources, technologies, and other topics. As a result of one of the presentations, Cooper purchased at half price a vending machine for iPads called Media Surfer, and it which will be here at the end of April. Patrons use their library cards to get an iPad to use within the building. The vending machine holds 16 iPads. It will be a pilot project at the Library Center. A committee is being formed to work out the details of the use of the machine.

- A new library-friendly model for downloadable music and videos called Hoopla is being developed by Midwest Tape and is expected to be ready for use by the end of year. No pricing information is available yet.
- The board meeting for April will be on the 17th at 4:00 p.m. at the Library Center, and the annual board retreat will be on April 27 at the Lake Springfield Boathouse. Lunch will be served at noon, with the retreat from 1:00 to 4:00 p.m.
- Local History has reported that in the two years since the flatbed microfilm reader was purchased, it has been very helpful for patrons doing genealogical research and archiving.

Foundation Report: Foundation & Development Director Valerie Richardson reported on the activities of the Foundation:

- Richardson has visited all branches, and has spoken to almost every staff member.
- The Brentwood capital campaign has been a primary focus, with a steering committee forming and capital campaign forming. Martha Crise has agreed to be on the Capital Campaign Committee.
- Richardson is also building relationships with donors and with trustees with an eye to developing new contacts, and she may contact board members for a visit.
- There was a Ruby Tuesday's fundraiser last week at which 20% of the proceeds were donated back to the Library; they reported that they tripled their usual gross on that night.
- There will be a fundraising book fair at Barnes & Noble April 23, with vouchers available on the library web page. A percentage of the purchases goes to the Foundation. In addition, the Foundation will receive a percentage from online purchases made from April 23 – 28 using the code on the voucher.

Board Education: Brentwood Branch Manager Kim Flores made a presentation on the Big Read. Since 2006, the Library has participated in system-wide programs on a chosen book. In 2009 the Library was asked by Missouri State University to partner with them on a National Endowment for the Arts grant-funded Big Read featuring To Kill a Mockingbird. Currently, in 2012, the Library applied for and received a National Endowment for the Arts grant to present a Big Read featuring The Maltese Falcon. Friends of the Library are granting \$5,000 and the NEA is granting \$5,000. The Library has formed several other partnerships to present programs. Flores asked board members for assistance in promoting the programs. Copies of the book are available to the board and to the public to read and pass on. The Community Relations Department has done very effective publicity items including a poster listing all of the events.

Miscellaneous items: Meeting Room Policy: Cooper presented the revised meeting room policy that was tabled at the last meeting. After polling staff, it was determined that the policy be revised to open meeting rooms for everyone for political purposes without trying to police their agenda. Hicks moved to approve the revised meeting room policy as presented; Griffeth seconded. Carrier yea, DeVries yea, Griffeth yea, Hicks yea, Meadows yea. Motion carried.

Meadows made a motion to adjourn to closed session for real estate. Hicks seconded. Carrier yea, DeVries yea, Hicks yea, Meadows yea. Motion carried.

The meeting adjourned to closed session at 5:00 p.m.

Board of Trustees

Director of Business Operations