



**Springfield-Greene County Library Board of Trustees
March 19, 2013
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, March 19, 2013, at 4:00 p.m. at the Republic Branch Library, 921 N. Lindsey Ave., Republic, Missouri. Members of the Board of Trustees were present or absent as follows:

Present/Absent

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

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

[Martha Crise arrived.]

Disposition of Minutes: Hicks moved to approve the minutes of the regular session of February 19, 2013 as amended; Griffeth seconded. Carrier yea, Crise yea, DeVries yea, Griffeth yea, Hicks yea, Jeffries yea, Meadows yea. Motion carried.

[David Richards arrived.]

Finance and Personnel Committee: DeVries reported that the committee reviewed the monthly financial statements. Through February, or 66.7 percent of the fiscal year, the Library was 8.7 percent under budget. Year-to-date revenues totaled \$12,238,097.23 versus \$8,096,489.54 in expenses. Current tax revenue is already higher than last year was at year's end. Operating cash through the end of February totaled \$10,811,327. With a net income of \$4.5 million, the cash position of the Library is still very strong with no anticipated use of the line of credit. Proposed budget revisions were presented by Cooper, including revenue markups for miscellaneous income, income for the Missouri Literary Festival, and various unanticipated grants. Reclassification of expenses on items of computer equipment costing less than \$1,000 each were reflected in revisions to Account 5232 Minor Equipment and Account 5373 Equipment Repair/Maintenance. The children's book bins came in higher than expected, and the HVAC for

the Library Center was marked up to carry over to the 2013-2014 budget year. Account 5319 Professional Services increased because of the engineering/surveying work being done for the Brentwood renovation project and the parcel of land by the Library Center. Hicks moved to approve the proposed amendments to the 2012-2013 budget; DeVries seconded. Carrier yea, Crise yea, DeVries yea, Griffeth yea, Hicks yea, Jeffries yea, Meadows yea, Richards yea. Motion carried.

Buildings and Grounds Committee: Griffeth reported that the architects are working on the Brentwood renovation designs for the capital campaign. They will meet with staff in the next few days. The City of Springfield has given its approval to plan for the closure of the north drive entrance. The rezoning process will begin soon. At the Library Center, there has been a short delay in the roof replacement because of weather but they expect to be back on schedule soon. The computer work stations in the children's department at the Library Center are completed. At the Library Station, the gift shop temperature problem is being mitigated by ductwork changes. The Newberry Building next to the Park Central Branch Library is offering to lease some space or offer a timeshare option with other entities such as Missouri State, where common space for programming could be utilized.

Report of the Director:

- The new Directory is now available.
- The Library has been selected to participate in The Resilient Community, a training program to prepare nonprofits for continuity of operations during a crisis and contribution to the community during its recovery, sponsored by the Community Foundation of the Ozarks in partnership with the Nonprofit Services Center of St. Louis and the Springfield-Greene County Office of Emergency Management.
- The Discovery Center has applied for a grant to purchase 40 passes which would allow the Library to continue circulating the passes and expand the program beginning October 1, when the Library's 20 passes will expire.
- Four staff members – three from the Library Station (Reference Manager Tysha Shay, Reference Associate Meggan Moore, and Youth Services Associate Cathy Farr) and one from the Library Center (Reference Manager Kathi Woodward) will make presentations on March 23 to Taney County residents at the Show Me! The Library of the Future, demonstrating some of the services that can be provided by a publicly-funded library. Taney County has a 15-cent property tax levy on the April 2 ballot to fund the Forsyth and Taneyhills libraries.
- After meeting with legislators, Cooper received an email from Representative Kevin Austin that the appropriations committee had recommended increased funding for libraries.
- Congressman Billy Long's office checked on the status of the Passport Acceptance Center application freeze and found that while the freeze remains in place, he will work on getting an exception to this for the Library based on the greater number of service hours the Library could offer.
- "Community in Conflict: The Impact of the Civil War in the Ozarks" has been awarded the ABC-CLIO Online History Award, a national award that comes with recognition and a \$2,500 prize. Brian Grubbs will accept the award at the American Library Association meeting in June 2013.

- The NAACP announced it will award the Midtown-Carnegie Branch Library a Business Partner of the Year award.
- The Library has its first “responsive” web site at *thelibrary.org/bigread*. The site responds to what device is accessing it, adjusting the layout and features.
- Don Harkey led a session on communication for administrative staff, and changes will be made to the format of the administrative staff meetings based on his recommendations.

Foundation Update: Foundation and Development Director Valerie Richardson reported that the capital campaign architectural materials will soon be completed and that the co-chairs of the committee will be Stephanie Stenger and Brooke O’Reilly, and that 12 to 15 people have agreed to be on the committee. The committee will be ready to begin work 4 to 6 weeks after the architects have turned over their renderings. The Friends have donated their first installment of \$50,000. Richardson will be contacting board members for contacts for fundraising efforts. Currently the low-end estimate is \$2,175,000 for the project but that could increase as the levels of LEEDs certification or standards requirements are evaluated. This could push the project to \$2,500,000.

Board Education: Brentwood Branch Manager Kim Flores presented information to the board on the Big Read 2013 which has as its theme the works of Edgar Allan Poe. A requirement of the NEA grant is to have partnerships, and the Library has partnered with Juanita K. Hammons Hall for the Performing Arts, Missouri State University, and others. The goal of the Big Read is to advocate for pleasure reading. Programs include an Iron Chef event, appearances by authors Avi and Margaret Stohl, a flash fiction contest, and a Chautauqua. The 2014 theme will be Jack London’s *Call of the Wild* and will be co-chaired by Republic Branch Manager Geri Olmstead.

New Business:

The board retreat will be at noon on April 16, 2013 at the Library Center, with lunch provided.

Miscellaneous Items:

A simplified draft of the Reduction in Force Policy was presented. Hicks moved to approve with the understanding that some grammatical corrections would be made; Meadows seconded. Carrier yea, Crise yea, DeVries yea, Griffeth yea, Hicks yea, Jeffries yea, Meadows yea, Richards yea. Motion carried.

Hicks moved to go into closed session for personnel; Meadows seconded. A roll call vote was taken: Carrier yea, Crise yea, DeVries yea, Griffeth yea, Jeffries yea, Meadows yea, Richards yea. Motion carried. The board went into closed session at 5:05 p.m.

Hicks moved to approve the closed session minutes of January 13, 2013; with no further discussion, the motion was seconded by Crise. Carrier yea, Crise yea, DeVries yea, Griffeth yea, Jeffries yea, Meadows yea, Richards yea. Motion carried.

[Griffeth left the meeting.]

Meadows moved to go out of closed session and adjourn; Hicks seconded. A roll call vote was taken: Carrier yea, Crise yea, DeVries yea, Jeffries yea, Meadows yea, Richards yea. Motion carried.

The meeting was adjourned at 5:10 p.m.

Board of Trustees

Director of Business Operations