



**Springfield-Greene County Library Board of Trustees**  
**May 17, 2011**  
**Minutes**

The Springfield-Greene County Library Board of Trustees met on Tuesday, May 17, 2011, at the Strafford Branch with Vickie Hicks presiding.

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

Member absent: Rod Nichols

Branch Manager Erin Gray welcomed the board and reported on the reconfiguration of the Strafford Branch. The branch reopened to full patron service two days ahead of schedule. All of the shelving was repurposed except for the picture book browsing bins. Signage will be installed soon.

Disposition of Minutes: Crise moved to approve the April 19, 2011, minutes from the retreat and regular sessions. Kollmeyer seconded. Carrier yea, Crise yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea, Richards yea. Motion carried.

Finance and Personnel Committee: Through April, the Library was 5.3 percent under budget. Year-to-date revenues totaled \$12,176,217 versus \$9,937,846 in expenditures. Operating cash through the end of April totaled \$7,048,886. Income included third and fourth quarter state aid disbursements from the Missouri State Library. Grant income included receipts from the Missouri State Library for the Library Services and Technology Act Summer Library Program grant.

Expenses included picture book bins for the Strafford Branch, a deposit for shelving for the Jordan Valley Health Center grant and hardware, monitors, memory, power supplies, etc. for the Information Technology Department from Account 5232 Minor Equipment. Account 5319 Professional Services included performer fees for the Chautauqua and Big Read programs. Account 5371 Building Repairs included electrical repairs at the Library Center. Account 6415 Computer Hardware included computers and monitors for the self-checkout machine and Gates grant.

Executive Director Regina G. Cooper reviewed the 2011-2012 preliminary proposed budget. The proposed budget is based on projected tax revenue between 2.5 and 3 percent over the previous year. State Aid revenue will remain flat, and no Athlete and Entertainers' Tax money is expected. Staff is waiting to hear from Central High School about leasing the north parking lots at the Midtown Carnegie Branch. Expenses include a step increase for all staff still on their salary track; however, no new staff positions will be added. Cooper is working with the human resources director to see if any grant-funded positions can transition to the personnel budget when the grant periods end. Library Collections will remain at 16.5 percent of operating expenses; however, the Library Collections amount increased by more than \$121,000 over the previous year because of increased operating expenses. An anticipated \$25,000 will be included in the contingency fund.

The four-year contract with BancorpSouth will expire on June 30, 2011. A bid document was sent to area banks, and a new contract will commence on July 1, 2011. The Finance and Personnel Committee recommended staff accept the bid from Great Southern Bank for banking services and Springfield First Community Bank for merchant card services.

Buildings and Grounds Committee: After much consideration, the board is beginning the planning phase for a newly renovated Brentwood Branch. It is looking into funding options, a fundraising campaign, etc. Cooper and Associate Director Jim Schmidt met with architect Jim Stufflebeam from Sapp Design Associates Architects, P.C. about preliminary plans.

Programs, Services and Technology Committee: The committee did not meet in May.

Circulation in April decreased 2.5 percent with 300,896 materials circulating systemwide. Total branch traffic decreased 4.7 percent with 158,497 patron visits. Systemwide, 1,887 groups used the meeting rooms with an attendance of 9,696. There were 436,784 searches from remote use of the Library's electronic products. The Web server recorded a total of 1,586,016 page views by 75,045 visitors during April.

Report of the Director: In addition to the new picture book bins, the redesign of the Strafford Branch included steel shelving that replaced the wooden shelves, which were bowing from the weight of the books. The rest of the furniture was rearranged to give the branch a more open look and feel. With the exception of the book bins, the shelving and furniture was repurposed from the former Kearney Branch and the Library Station.

The Library's Racing To Read early literacy initiative launched in May. Every branch has an early learning center that includes toys and activities that parents can use with their children to help them build the skills they need to be ready to learn in school. Funding for the centers was provided by the Rotary Club of Springfield, Rotary Club District 6080, the Library Foundation and the Missouri Parent Information Resource Center, Southwest.

The Friends of the Library sold \$102,068.20 at the Spring Book Sale held at Remington's April 26-May 1.

Cooper will meet with the City of Springfield's Economic Development Director Mary Lilly Smith about the Monroe Redevelopment Area that is applying for Chapter 9 tax abatement. The initial public hearing before the Springfield City Council was on May 16. Cooper will represent the Library on the Tax Increment Finance (TIF) Commission.

The Walking Books program received a \$300 gift in memory of one of its patrons. The gift was from the patron's life insurance policy and was given by her roommate, who is also a Walking Books patron.

The Library has signed off on the graphic design of the new Mobile Library. Business Librarian Kelly Miller showed a mock up of the new bookmobile to the Leadership Springfield class.

The Library anticipates the mayor will reappoint Cheryl Griffeth to a second term as well as appoint a replacement for Neil Guion, whose second term expires on June 30. It is also anticipated that the Greene County Commission will reappoint Vickie Hicks to a second term as well as appoint a replacement for Rod Nichols, whose second term expires on June 30.

Board Education: Librarian Martha Love reported on her duties as Special Projects and Volunteer Coordinator for the Library District. In May 2007 the Library became involved in the development of United Way 2-1-1 in the Southwest Missouri area. The program expanded from the greater St. Louis area to 99 counties in Missouri. In the past 12 months, the number of 2-1-1 calls averaged 10,833 per month with Greene County calls averaging 3,823. The most frequently requested referrals from Greene County callers included utility bill payment assistance, housing/shelter, food, transportation and health supportive services. The Library is reimbursed \$53,000 annually for the resource specialist position to cover expenses for salary and travel to the area counties promoting 2-1-1.

*Kenton DeVries left the meeting.*

The Library has 188 active volunteers donating 12,900 of services in most branches, support departments and the gift shops. Volunteers are recognized annually at a spring luncheon, and teen volunteers are recognized in the fall.

Martha Love participates in other special projects such as the African American Read-In Planning Committee, Conversation Circles, orphan train book talks, assists with Directory updates as well as writes a monthly profile of a local non-profit agency to feature on the Library's website. She coordinates the employee annual United Way of the Ozarks fundraising campaigns and is a member of several area non-profit coalitions.

New Business: Richards moved to extend the lease on the Strafford Branch facility for an additional three-year period. Crise seconded. Carrier yea, Crise yea, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea, Richards yea. Motion carried.

Carrier moved to approve the revised Nepotism Policy. Griffeth seconded. Carrier yea, Crise yea, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea, Richards yea. Motion carried.

Guion moved to approve the Copying Machines and Computer Printing Policy. Kollmeyer seconded. Carrier yea, Crise yea, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea, Richards yea. Motion carried.

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

The meeting adjourned at 5 p.m.

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Board of Trustees

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Debbie Eckert, Director of Business Operations