



**Springfield-Greene County Library Board of Trustees**  
**November 18, 2008**  
**Minutes**

The Springfield-Greene County Library Board of Trustees met on Tuesday, November 18, 2008, at the Library Center with Cherri Jones presiding.

Members present: Bruce Chrisope, Leslie Carrier, Martha Crise, Cheryl Griffeth, Neil Guion, Vickie Hicks, Cherri Jones, Morey Mechlin

Members absent: Rodney Nichols

Branch Manager Lorraine Sandstrom gave a brief overview of the Library Center. The branch has been opened nine years. The Friends of the Library approved a \$74,889 grant to remodel the teen area at the Library Center. The remodeling will include painting, carpeting, study and lounge seating, computer stations, new end panels for existing shelving, updated lighting, wall and window décor and a new entry with signage designating the teen area. Interior Designer Audrey Garard from Grooms Office Environments presented two designs for the new area, and teens are voting on the color palettes. The remodeling should be completed by March 2009.

Disposition of Minutes: Hicks moved to approve the October 21, 2008, minutes. Chrisope seconded. Chrisope yea, Carrier yea, Crise yea, Griffeth yea, Guion yea, Hicks yea, Jones yea, Mechlin yea. Motion carried.

Finance and Personnel Committee: Auditor Rob Rebmann of Roberts, McKenzie, Mangan and Cummings presented the annual audit report for the 2007-2008 budget year and gave the Library an unqualified opinion, the best rating a firm can give an organization. Net assets exceeded liabilities by \$10 million for the audited period.

The firm's management letter recommended that in order to strengthen controls over the Library's expenditures, invoices presented for payment contain an approved signature/initial by a manager prior to each invoice being processed and paid. During the auditors' testing of Library expenditures, it was noted that five out of a sample of 40 invoices selected had not been completely marked as having been approved for payment.

The management letter recommended the Library's capital expenditure accounts at year-end agree with the current year additions to the Library's fixed asset schedule. Assets purchased under the capitalization threshold should be coded to minor equipment. By following this approach, the Library will be able to print a general ledger detail of the capital expenditure accounts each month and add those items to the fixed asset schedule to ensure all capital assets are properly recorded. During the auditors' testing of Library capital expenditures, it was noted that some purchases under the capitalization threshold had been coded to the capital expenditure accounts (64XX series) rather than being coded to the minor equipment accounts (5232 series).

The management letter recommended that in order to maintain control over the Library's assets, a physical inventory of the fixed asset inventory listing be taken periodically to ensure the assets are being placed in service as intended.

Chrisope moved to accept the 2007-2008 audit as presented. Mechlin seconded. Chrisope yea, Carrier yea, Crise yea, Griffeth yea, Guion yea, Hicks yea, Jones yea, Mechlin yea. Motion carried.

Through October, the Library was 3.5% under budget. Income included first and second quarter state aid disbursements from the Missouri State Library and reimbursements from consortium members for the new Innovative Interfaces server. Revenue included receipts from the following grants: U.S. Department of Education Missouri Parent Information Resource Center (MO-PIRC); Community Partnership of the Ozarks Stories-to-Go; and Library Services and Technology Act (LSTA) Summer Reading.

Expenses included three pay periods from Account 5111 Salaries. Account 5331 Travel included the Missouri Library Association conference, executive director candidate interviews and the relocation housing search trip for Regina Cooper. Account 5397 Training included Staff Development Day meeting location deposits. Account 5371 Building Repairs included carpet repair at the Library Center, roof repairs at the Library Station and the deposit for carpeting at the Midtown Carnegie Branch. Account 5373 Office Equipment Repairs included annual maintenance for Innovative Interfaces Millennium software, MOREnet dues and filtering software and Google Applications annual subscription. Account 6415 Computer Hardware included the Innovative Interfaces server upgrade, which was partially reimbursed by Consortium members.

Chrisope moved to accept the financial report. Crise seconded. Chrisope yea, Carrier yea, Crise yea, Griffeth yea, Guion yea, Hicks yea, Jones yea, Mechlin yea. Motion carried.

Buildings and Grounds Committee: The Committee authorized Executive Director Annie Busch to move forward with the agreement for the Republic Branch Library construction project. The lease includes “green” sustainable design features, and the project costs are still within the authorized lease range.

Ground has been broken for the new 5,000-square-foot Willard Branch. The new location is on the outer lot of the present facility in the East Shopping Center and will allow for more effective and convenient arrangement of shelving and furnishings as well as added amenities such as a drive-up window.

Programs, Services and Technology Committee: October circulation increased 5.1% with 324,552 materials circulating systemwide. Total branch traffic increased 15% with 169,492 patron visits. Systemwide, 1,761 groups used the meeting rooms with an attendance of 11,401. There were 387,370 searches from the Library’s electronic products. The web server recorded a total of 834,388 page views by 91,771 visitors during October.

Report of the Director: Busch is compiling a notebook for new Executive Director Regina Cooper that includes a one-page synopsis from each member of administrative staff. The notebook will also include information on taxation, state-wide issues and organizations. Cooper will meet with support services staff and Busch on November 19 during her relocation housing search trip. Busch’s retirement reception will be on December 12, and her last day at work in the building will be on December 16. She will take vacation until her official retirement date of December 31, 2008.

City Finance Director Mary Mannix-Decker, Springfield Public Schools Investments Manager Bob Wells and Busch met with the County Collector and the County Assessor to gather information about how they assess and collect the tax money received by the taxing entities. The group will also schedule meetings with the County Auditor and County Clerk. Work will continue with the state group of library directors on property assessments and the need for legislation to require a Certificate of Value to be filed with the County Assessor each time a property is sold. Some assessors are members of the Board of Realtors, but the Greene County Assessor is not

allowed to join that group. The local Board of Realtors decides whether to allow their county assessor to join their organization.

New Business: Chrisope moved to accept the recommendation from the Finance and Personnel Committee to accept the proposal from 1<sup>st</sup> Choice Employee Benefit Solutions for a partially self-funded health insurance plan with the Cox HMO/POS option and a \$40,000 specific deductible. Guion seconded. Chrisope yea, Carrier yea, Crise yea, Griffeth yea, Guion yea, Hicks yea, Jones yea, Mechlin yea. Motion carried.

Busch met with owners of the Mudhouse Coffee and Tea Company about renegotiating their lease at the Library Center. Their lease expires in January 2009, and Busch proposed basing their rent on either an amount per square foot or a tiered amount based on gross revenue. The Mudhouse owners preferred a three-year lease with an additional renewal option and a tiered arrangement. The final lease proposal will be presented to the Finance and Personnel Committee at their December meeting.

The Finance and Personnel reviewed the proposed Investment Policy, which will enable the Library to invest funds in certificates of deposit or other investments allowed by law when surplus amounts are available. Chrisope moved to approve the Investment Policy. Hicks seconded. Chrisope yea, Carrier yea, Crise yea, Griffeth yea, Guion yea, Hicks yea, Jones yea, Mechlin yea. Motion carried.

The Finance and Personnel Committee recommended adopting the Relocation Policy to be used as hiring guidelines for the executive director and associate director of public services. Chrisope yea, Carrier yea, Crise yea, Griffeth yea, Guion yea, Hicks yea, Jones yea, Mechlin nay. Motion carried.

Doug Lee declined the position on the Public Building Corporation Board of Directors. Public Building Corporation Trustee Doug Nickell recommended potential names to fill the vacant position. The Finance and Personnel Committee will review the list and make a recommendation.

Trustee Cherri Jones and Business Office Manager Debbie Eckert attended the annual meeting of the Local Area Government Employees Retirement System (LAGERS) at University Plaza on October 23-24, 2008. For fiscal year ending June 30, 2008, investments totaled more than \$3.9 billion and provided a (2.3%) rate of return. LAGERS issues approximately \$10 million in monthly benefit payments to retirees but receives approximately \$12.5 million from employers. Currently, investments do not have to be sold to meet monthly benefit payments. The Library's employer contribution rate is 8.5 percent of payroll per full-time employee.

Hicks moved to adjourn the meeting. Mechlin seconded. Chrisope yea, Carrier yea, Crise yea, Griffeth yea, Guion yea, Hicks yea, Jones yea, Mechlin yea. Motion carried.

The meeting adjourned at 5:20 p.m.

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Board of Trustees

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Debbie Eckert, Business Office Manager