



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

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, November 20, 2012, at 4:00 p.m. at the Library Station, 2535N. Kansas Expressway, Springfield, Missouri. Members of the Board of Trustees were present or absent as follows:

Present/Absent

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

The President of the Board of Trustees called the meeting to order; there was not a quorum.

Disposition of Minutes: The minutes of the October 16 meeting were not approved due to no quorum.

Finance and Personnel Committee: Auditor Rob Rebmann of Roberts, McKenzie, Mangan and Cummings presented the annual audit report for the 2011-2012 budget year. The audit team focuses on providing an opinion of the financial report as materially correct and can be relied upon for decisions regarding the Library District’s financial position. The auditing team also converts the Library’s financial reports from a cash accounting basis to accrual. The basic financial statements are divided into government-wide and fund-focused with reconciliations that tie the two together. The columns labeled “business-type activity” indicates the Between Friends Gift Shop. The Library Foundation is included as a component unit in a footnote, separate from the Library District. The Friends of the Library are not a component unit but their contributions to the Library and their net assets are noted in the footnotes. Finally, the third section is the supplementary information that compares budget to actual income and expenses for comparison to see how closely the board has oversight as to the Library’s financial activities, and the relatively small variances indicate good oversight by the Board of Trustees. The two signed reports from the auditors indicate the financials and the internal controls reflect no significant deficiencies and are clean reports. Net assets increased to approximately \$13.5 million, with a growth of \$738,413 in net assets. Cash and investments increased by \$699,185 in 2012. The Series 2002A Leasehold Revenue bonds were paid off and the Series 2002B bonds were

refinanced with significant interest savings each year for the next ten years. The Missouri Local Government Employees Retirement System pension plan has for the last two years reflected an unfunded liability, and the Library's share of that is reflected on its financial report as a liability of \$150,966. Rebmann commended the Library for engaging an independent CPA to review its monthly financial reports.

DeVries reported for the Finance-Personnel Committee. Revenues for October were \$166,605 while expenses were \$1,169,033. The bulk of the tax revenues will arrive later. Account 5373 Office Equipment and Repairs is at 67.3 percent because of some annual fees for large maintenance contracts on Sierra, Millennium, Research Pro, and SAM software. The cash balance is \$3,406,954. The impact of the increase in minimum wage to \$7.35 per hour will be \$188.67, with no impact on the wage scale.

Buildings and Grounds Committee: Richards reported:

- Big Mommas Café is now operating at the Midtown-Carnegie Branch Library.
- The acreage near the Library Center is being examined for salability.
- Dake-Wells Architects contract is being reviewed by Trustee Meadows.
- Options for the house on Wayland Avenue: Habitat for Humanity may be able to salvage all or parts of the structure and contents.

[Kollmeyer joined the meeting; still no quorum]

Report of the Director:

- The Friends of the Library's Fall Book Sale grossed \$125,779.01. They have voted to pledge \$300,000 over the next 3 years for the Brentwood Branch renovation project.
- The Library was named to Library Journal's 2012 list of Star Libraries.
- YALSA, the Young Adult Library Services Association of ALA, has chosen the Library District as a Teens Top Ten Galley Group. This is a review team for pre-published books.
- The Missouri Literary Festival is now under the auspices of the Library District. Library Center Branch Manager Lorraine Sandstrom will chair the committee for the fall 2013 literary festival.
- The Youth Services office applied for and received a grant from the Community Foundation of the Ozarks for \$7,050 for early literacy materials.
- Big Momma's Café is open at the Midtown-Carnegie Branch Library.
- The Ozarks Literacy Council will be moving into office space in the Midtown-Carnegie Branch Library on November 30, provided rent-free by the Library District.
- Central High School will be selling passes at \$35 each for spaces in the Library's Midtown-Carnegie Branch far north parking lot and passing the revenue on to the Library. The school will be responsible for monitoring the lot and collecting the money.
- Wednesday will be the New Legislator's Tour in Springfield, sponsored by the Springfield Metro Partnership.
- The Library has a new electronic newsletter, produced by Community Relations and Web Manager Nancy Eike, and is now also on Pinterest.

Foundation Update: Foundation Director Valerie Richardson held the Foundation update in abeyance until the December board meeting when more trustees would be present.

Miscellaneous Items: Health Insurance

Human Resources Manager Lori Strawhun presented the information from the Finance-Personnel Committee meeting on health care costs for 2013. The committee recommended approval of up to \$1,062,000 for health care costs for 2013. Hicks moved that the board approve by unanimous written consent (there being no quorum) up to \$1,062,000 for health care costs for 2013. Kollmeyer seconded. Trustees DeVries, Hicks, Kollmeyer, and Richardson will submit their votes in writing at the meeting, and Trustees Carrier, Crise, Griffeth, Jeffries, and Meadows will vote by email.

There being no quorum, the Reduction in Force Policy was tabled until the December board meeting.

There being no quorum, the board did not go into closed session, and the August 21, 2012 closed session minutes were not approved.

The meeting adjourned at 5:00 p.m.

Board of Trustees

Director of Business Operations