



**Springfield-Greene County Library Board of Trustees
October 16, 2012
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, October 16, 2012, at 4:00 p.m. at the Library Center, 4653 S. Campbell, 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:	Present
Kim Kollmeyer, Treasurer and Member:	Absent
Leslie Carrier, Member:	Present
Martha Crise, Member:	Absent
Cheryl Griffeth, Member:	Absent
Vickie Hicks, Member:	Absent
Jim Meadows, Member:	Present

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

Disposition of Minutes: Carrier moved to approve the minutes of the regular session of September 18, 2012; DeVries seconded. Carrier yea, DeVries yea, Jeffries yea, Meadows yea, Richards yea. Motion carried. Carrier moved to approve the minutes of the special session of September 26, 2012; DeVries second. Carrier yea, DeVries yea, Jeffries yea, Meadows yea, Richards yea. Motion carried.

Finance and Personnel Committee: Meadows reported for the Finance-Personnel Committee. With 25 percent of the fiscal year completed, the Library is 3.9 percent under budget. Year-to-date revenues totaled \$639,090 versus \$2,947,492 in expenditures. Operating cash through the end of September totaled \$4,353,354. Trust income in September included \$40,000 from the Cain Trust and \$13,591 from the Buhrman Trust. An interest payment was made in September on the Series 2012 Leasehold Revenue Bonds.

Buildings and Grounds Committee: Carrier reported for the Buildings and Grounds Committee.

- Cooper and Schmidt met with Dake Wells Architects on October 9 to begin negotiations on their services for the Brentwood Branch Library renovation project.
- There is a new counter and desk installed in Republic.
- Between Friends Gift Shop has a new desktop in the manager's office.

- Picture book bins are installed in all branches except the Library Center and the Brentwood Branch Library.
- A committee has been formed to look into the replacement of the HVAC and roof at the Library Center.
- Friends of the Library have a new air conditioning unit in the sorting room near the Midtown-Carnegie Branch Library.
- The Library Station had new sidewalk surface treatment installed. The same material is being considered for the Midtown-Carnegie Branch Library concrete steps.
- Ozarks Literacy Council will be granted office space at the Midtown-Carnegie Branch Library.
- The Library is negotiating with Lyle Foster of Big Momma's for a contract to operate a coffee Kiosk at the Midtown-Carnegie Branch Library.

Programs-Services-Technology Committee: Richards reported for the Programs-Services-Technology Committee. Grace Bentley, Youth Services Manager at the Library Station, presented to the committee on branch children's outreach. She reported that of the over 97,000 children that attended programs in the 2011-2012 fiscal year, over 63,000 attended outreach visits. Bentley will make her presentation to the board at a future board meeting.

Report of the Director:

- The Library has been awarded a grant from the Institute of Museum and Library Services for \$97,091 to expand the WIC position to full time and fund it through 2014.
- The passes for the Discovery Center of Springfield began checkout on October 1. Twenty passes are available for checkout. They are good for unlimited visits for a family of four during the seven-day checkout period.
- The Library hosted the Missouri Library Association annual conference on October 3 – 5. The conference co-chairs were Library Station Branch Manager Melissa Davis and Associate Director Jim Schmidt.
- Staff Development Day was held on October 8, coordinated by Planning and Development Librarian Gay Wilson and the Staff Development Day Committee.
- The Willard Branch celebrated its 20th anniversary in September.
- The Library successfully migrated to the new ILS software Sierra.
- Cooper is on the Leadership Academy Advisory Board, and November 7, about 32 students will be at the Midtown-Carnegie Branch Library for a scavenger hunt and other activities.

Foundation Update: Foundation and Development Director Valerie Richardson reported that the Foundation is at \$350,000 in assets with \$310,000 in permanent endowments and the rest in bank accounts, some of which are temporarily restricted and need to be moved. The Brentwood Capital Campaign Committee is being formed, and the Brentwood Fund in the Community Foundation of the Ozarks has about \$7,000 in seed money. The Foundation audit is in process. The Foundation was selected to participate in "The Learning Community," which grants some intensive training over a ten-month period for Foundation board members in organization mission, values, resource development, governance and community engagement. The

Foundation was awarded a \$1,000 grant from the Community Foundation of the Ozarks for development of charitable giving materials and website production to encourage legacies and bequests. An “author’s gala” fundraising event is being planned with a best-selling author, to coincide with the Literary Festival in 2013.

Board Education: Outreach Services Manager Allison Eckhardt presented information on Summer Reading Program and Summer Reading to Go. She provided statistics and survey responses that showed the success of these programs. For example, Dream Big participants numbered 13,411, a 4 percent increase over last year. Fine waiver cards became level 2 incentives, and this increased the achievement of level 2 (at least 8 hours of reading) by 65 percent in children and 261 percent in teens. Offsite locations for programs were very successful and resulted in positive feedback both from participants and cooperating agencies. For the first time, in 2012 the grant included an adult summer reading program titled “Between the Covers.” Attendance for this outreach included 40 adults at two sites. Out of the total 16,167 total participants in the Summer Reading Program, 5,750 were Summer Reading to Go participants, or 36 percent.

New Business:

- The board reviewed the revised Sale of Surplus Property policy. Jeffries suggested amending paragraph 3 of the proposed revision, adding the Library web site as a way to publicize those sales. Jeffries moved to approve the amended policy with the addition the Library web site to paragraph 3. Meadows seconded. Carrier yea, DeVries yea, Jeffries yea, Meadows yea, Richards yea. Motion carried.

Meadows moved to adjourn; Carrier seconded. With no objection, motion carried; meeting adjourned at 4:48 p.m.

Board of Trustees

Director of Business Operations