



**Springfield-Greene County Library Board of Trustees
October 21, 2014
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, October 21, 2014, 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

James Jeffries, President and Member:	Present
Michelle Moulder, Vice President and Member:	Absent
Steven Ehase, Secretary and Member:	Present
Andrea McKinney, Treasurer and Member:	Absent
Kenton DeVries, Member:	Absent
Kim Kollmeyer, Member:	Absent
David Richards, Member:	Present
Michele Risdal-Barnes, Member:	Present
Matthew Simpson, Member:	Present

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

Disposition of Minutes: Risdal-Barnes moved to approve the minutes of the regular session of September 16, 2014; Simpson seconded. Ehase yea, Jeffries yea, Richards yea, Risdal-Barnes yea, Simpson yea. Motion carried.

Standing Committees:

Finance and Personnel Committee: The September 2014 financial statements were presented. With 25.0 percent of the 2014-2015 budget year elapsed, the Library was 4.1 percent under budget, ending the month with \$3,894,309.01 cash. Year-to-date revenues were \$411,601.23, which was 3.1 percent budgeted. Trust income was doing well at 44.3 percent of budget, proctoring income was decreasing, but passport income is doing well. For statistics, Overdrive e-media circulation and Hoopla circulation were both up. All tax revenue coming in from now until December are delinquent taxes and not current. With regard to the PILOT taxes from 2013-2014, Cooper confirmed with the city's Economic Development Manager that the Collector did send out the invoices in September. The library expects to receive \$8,760.12 from these 2013-2014 PILOT taxes. For expenses, the library was at or below budget on most accounts. The Missouri LAGERS budget was over because of a timing problem on a payment at the end of the prior budget year, and also because of a three-pay-period month early in the fiscal year. Insurance tracks high on the front

end, so was at the expected level. Telephone overages were due to the Morenet payment that was not discounted by state funds.

Buildings and Grounds Committee:

- The Library Center children's department detected a smoke smell and the library was evacuated. The smell was caused by a blown ballast, and there was no damage.
- At the Library Center, the reference work-room window has been walled up.
- The skylight replacement is planned for Veterans' Day.
- EDCO is no longer accepting cardboard for recycling, so the Library has engaged Midwest Fibre to recycle cardboard.
- The sidewalk repair at the Ash Grove Branch is ongoing.
- The holds shelves at the Brentwood Branch have been reconfigured and expanded.
- Stained glass repair at the Midtown Carnegie Branch continues.
- The Park Central Branch has had more vandalism, and the restrooms may have to return to key access.

Report of the Director:

- The Missouri State Library approved an amendment for \$5,338 additional funding for the LSTA grant, Over There: Missouri and the Great War project. Total grant funding for the project is now \$70,312.
- The Missouri Library Association's lobbyist met with the Legislative Committee last week and said he is optimistic that Governor Jay Nixon will begin releasing the monies from his budget withholds, and was hopeful that libraries would have their money by the end of the year. Cooper sent a letter on September 22 to the governor's office and will request that the board also sign a letter to the governor.
- Watkins Outdoor Advertising Company has provided space on three digital billboards to advertise the Library's 24/7 website and the Friends of the Library fall book sale. Missouri Neon has also donated space on two digital billboards to promote the fall book sale.
- A survey asking for input from library patrons was emailed on October 8, 2014 to patrons who have supplied email addresses. There were over 6,000 responses to date. iPads with the survey were placed in all locations with a link to the survey. A non-user survey debuted at the October 2 Business Expo's library booth and will be placed at other locations this fall.
- Several staff attended the Missouri Library Association conference in Columbia on October 8 to 10.
- The administrative staff retreat was held October 25 at the Republic Branch. There was a brainstorming session and discussion of some of the ideas for the next strategic plan.
- Staff Development Day occurred October 13 at the Double Tree Hotel. Cooper presented the state of the library address and staff brainstormed about the strategic plan as well as attending breakout sessions.
- The Outreach department received a thank-you from Congressman Billy Long for the 2014 Stand Down event, at which they presented information on services available for veterans.
- The board discussed the cease and desist letter from the attorney for Just Between Friends.

Foundation Update: Foundation and Development Director Valerie Richardson reported on the status of the Brentwood Capital Campaign. The campaign is at \$1,259,366. The last three months of the year are a prime time for contacting big donors. Richardson will call board members for any

contacts they might have. The public campaign begins once the next \$250,000 is raised. If this is not possible by the end of the year, then it may begin in spring. There will be an event in March 2015, and the Foundation may dovetail this with the public kickoff of the campaign. The NAP tax credit application is in process.

New Business: The board considered the following new or revised policies:

- “Bulletin Board Postings and Literature Distribution.” It adds a new sentence to the existing policy, which is a statement in the 3rd paragraph, “inside the library facility.” Risdal-Barnes moved to approve the revised policy as presented; Richards seconded. Ehasse yea, Jeffries yea, Richards yea, Risdal-Barnes yea, Simpson yea. Motion carried.
- “Petition, Campaign and Protest Policy.” A typo on the draft was noted (on the last line, the word “form” should be “from.”) Ehasse moved to approve the policy as corrected; Simpson seconded. Ehasse yea, Jeffries yea, Richards yea, Risdal-Barnes yea, Simpson yea. Motion carried.
- “Bankruptcy Policy.” This is a revised policy from the prior one that was approved on May 17, 2005. The new one conforms to current practice. Ehasse moved to approve the revised policy; Simpson seconded. Ehasse yea, Jeffries yea, Richards yea, Risdal-Barnes yea, Simpson yea. Motion carried.
- Adjournment to Closed Session: The President of the Board of Trustees cited § 610.021, RSMo with regard to the scheduled closed session: “Except to the extent disclosure is otherwise required by law, a public governmental body is authorized to close meetings, records and votes, to the extent they relate to the following: . . . (2) Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor.... (3) Hiring, firing, disciplining or promoting of particular employees by a public government body when personal information about the employee is discussed or recorded...” Risdal-Barnes moved to go into closed session; Ehasse seconded. Ehasse yea, Jeffries yea, Richards yea, Risdal-Barnes yea, Simpson yea. Motion carried.

The board went into closed session at 5:00 p.m.

Board of Trustees

Director of Business Operations