



Springfield-Greene County Library Board of Trustees
September 15, 2009
Minutes

The Springfield-Greene County Library Board of Trustees met on Tuesday, September 15, 2009, at the Library Center with Neil Guion presiding.

Members present: Leslie Carrier, Martha Crise, Kenton DeVries, Neil Guion, Vickie Hicks, Rod Nichols, David Richards

Members absent: Kim Bartelsmeyer, Cheryl Griffeth

Disposition of Minutes: Crise moved to approve the August 18, 2009, minutes. Carrier seconded. Carrier yea, Crise yea, DeVries yea, Guion yea, Hicks yea, Nichols yea, Richards yea. Motion carried.

Finance and Personnel Committee: Through August, the Library was 4% under budget. Year-to-date revenue totaled \$379,575 versus \$1,540,605 in expenses. Income included annual invoice receipts from consortium members for maintenance and support. Foundation income included sponsorship of children's author Patricia McKissack's visit in October. Grant income included proceeds from the Library Services and Technology Act (LSTA) Technology Ladder grant.

Expenses included give away books, music and toys for the summer reading program as well as the U. S. Department of Education Missouri Parent Information Resource Center (MO-PIRC) and Ready-to-Learn grants from Account 5229 Programming. Account 6411 Office Furniture and Equipment included expenses for the new Republic Branch.

Nichols moved to accept the financial report. Hicks seconded. Carrier yea, Crise yea, DeVries yea, Guion yea, Hicks yea, Nichols yea, Richards yea. Motion carried.

Chair Rod Nichols reported the committee reviewed the pros and cons as well as the financial projections for the proposed Dan Kinney Park project. The estimated \$250,000 start-up costs for the proposed 3,000 square foot facility would need to be included in the 2011-2012 budget year with the facility opening in the Fall 2012. The estimated \$166,300 annual operating costs were compared with the Park Central Branch because of the size of that facility. The committee had concerns about the financial aspect of the project because of the tight budget, flat tax growth and other needs throughout the District. Executive Director Regina G. Cooper will talk with Park Board Director Jody Adams about the absolute deadline for deciding on the proposed project.

Buildings and Grounds Committee: Cooper displayed a map with the service area radius of existing and proposed branches to demonstrate gaps or overlaps.

Contractor/Developer Don LaRue signed the amended lease agreement for the new Republic Branch. Asphalt is scheduled for the end of the week of September 14 as well as electricity inside the building. A Certificate of Occupancy has not been issued. The anticipated opening of the new Republic Branch is the end of October. Cooper will e-mail the Board when the Certificate of Occupancy is received.

Republic residents Ron Patterson and Kelly Mallicoat addressed concerns of unresolved drainage issues between the contractor and the City of Republic on their property located west of the water detention area. The two residents have contacted Mayor Brian Buckner, City Administrator Jim Krischke and Public Works Director David Brock about their concerns and were told that no occupancy permit would be issued to the Library until the drainage problems are settled. The Board will investigate the concerns brought forth by the residents.

The Friends of the Library approved the Library's request to grant up to \$132,000 toward the purchase of the property adjacent to the Brentwood Branch Library.

Programs, Services and Technology Committee: Library Center Manager Lorraine Sandstrom gave an overview of circulation services as part of the strategic planning reports. The committee reviewed duties of the circulation staff and is developing strategies resulting from staff circulation surveys. The committee will present a condensed report as part of the board education at a future Board meeting.

Circulation in August increased 6.7% with 356,200 materials circulating systemwide. Total branch traffic increased 12.4% with 180,180 patron visits. Systemwide, 1,622 groups used the meeting rooms with an attendance of 7,932. There were 176,150 searches from the Library's electronic products. The web server recorded a total of 1,010,308 page views by 83,495 visitors during August.

Report of the Director: Cooper introduced new Community Relations Director Kathleen O'Dell. O'Dell will begin employment with the Library on Monday, September 28.

New phone numbers for the Administrative Staff were included in the Board packet.

The Executive Director search began a year ago with candidates interviewing in September 2008.

The Library subscribes to a new online service called JobNow, which provides live career and interview coaching as well as resumé assistance to patrons.

The Edge to the Rescue, an LSTA technology grant, began providing free computer and employment readiness training classes to patrons in the rural county branches. In addition, the Library received two LSTA grants which began on September 1. The Excellence in Library Service grant provides \$3,381 for the training session, "What's New in Children's Literature," presented by noted children's literature expert Kathleen Baxter. A Technology Mini Grant will provide \$13,024 for new laptops for the Edge Community Technology Center. The Library also received a \$2,878 Youth Literacy Grant from the Dollar General Literacy Foundation to provide books for discussions at the Boys and Girls Clubs and the Salvation Army.

A staff committee created a Business Continuity Plan that outlines Library procedures if the community is faced with a pandemic illness. The plan is in response to the recent outbreak of H1N1.

Board members Kenton DeVries and David Richards toured the Willard, Library Station, Fair Grove, Strafford and Midtown Carnegie Branches as part of the new Board member orientation process.

Cooper spoke about the public library service in America to the group attending the first International Potluck meeting at the Library Center on September 8.

Cooper, along with four other staff, attended training provided by the American Society for Industrial Security (ASIS) on responding to an active shooter incident. Information from this session will be incorporated into the staff Safety and Security training.

Cooper attended the Leadership Springfield retreat and also was interviewed for Mediacom Newsleaders, a new series created by Mediacom to provide area viewers with information on community leaders and issues. The segments will appear for a month on a rotating basis at the top and bottom of each hour of CNN Headline News on Mediacom channel 48 beginning September 21.

Associate Director of Public Services Jim Schmidt was interviewed by KOLR 10 on patron fines.

Staff has the opportunity to attend the Get Motivated Seminar that will be held at the JQH Arena on October 15.

The Missouri Literary Festival will be held at Hammons Field on October 2-4, 2009. Cooper will be reading during a 15-minute segment at the festival.

Staff Development Day will be held at Remington's on Monday, October 12, 2009.

The Friends of the Library Fall Book Sale will be held at Remington's on October 20-25, 2009.

Kenton DeVries left the meeting.

Board Education: Youth Services Coordinator Nancee Dahms-Stinson reported 9,478 children and teens participated in the summer reading clubs. The children in the "Be Creative @ Your Library" program read more than 64,800 hours, a 23% increase from last year. Nearly 10,400 children attended the professional systemwide programs and 3,349 earned free books. This year's teen program, themed "Express Yourself @ Your Library," attracted 1,094 participants, a 6.3% increase from last year. The teens read 38,877 hours, a 66.5% increase from last year, and submitted 882 online reviews. A total of 1,286 fine waiver cards have been redeemed totaling \$9,766 in fines waived. The cards expire on September 30, 2009. The Friends of the Library and a Missouri Arts Council grant provided funds for the quality programming. Names of children and youth participating in the summer reading program have been sent to school principals asking them to recognize the participants. Next year the Library plans to continue to focus on at-risk children. The teens have requested some type of online methods to log hours and write reviews throughout the year.

Outreach Services Manager Allison Eckhardt reported 2,951 children participated in the Library Services and Technology Act (LSTA) grant-funded 2009 Summer Reading to Go program compared to 2,118 in 2008. The goal of the program was to bring the Library and its summer reading clubs and programs to children of working parents who may not have the opportunity to visit a branch. Program sites included Springfield elementary summer schools, YMCA programs, Springfield Parks playground programs, Boys & Girls Clubs, Boys & Girls Town, home and commercial daycares, Head Starts, Kids Café and the Salvation Army. Staff presented 750 programs to children and adults at the 72 sites. More than 12,335 repurposed library books were rotated between the sites. Staff will apply for grant funding for next year's program but are also discussing how to modify the program with local funding if grant funds are not available.

New Business: Hicks moved to appoint Todd Wojciechowski to a three-year term on the Library Foundation Board of Directors. Richards seconded. Carrier yea, Crise yea, Guion yea, Hicks yea, Nichols yea, Richards yea. Motion carried.

Guion will contact members of the Finance and Personnel Committee to see if one of them is available to attend the LAGERS Annual Meeting at University Plaza in Springfield on October 29-30, 2009. A delegate will be voted on at the October 20 meeting.

A policy was distributed for review to set up a process for citizens wishing to address the Board at their monthly meetings. The policy will be discussed at the October Board meeting.

Hicks moved the Board adjourn to closed session to discuss a real estate issue. Nichols seconded. A roll call vote was taken. Carrier yea, Crise yea, Guion yea, Hicks yea, Nichols yea, Richards yea. Motion carried.

The meeting adjourned to closed session at 5:20 p.m.

Board of Trustees

Debbie Eckert, Business Office Manager