



**Springfield-Greene County Library Board of Trustees
September 20, 2011
Minutes**

The Springfield-Greene County Library Board of Trustees met on Tuesday, September 20, 2011, at the Willard Branch with Leslie Carrier presiding.

Members present: Leslie Carrier, Kenton DeVries, Cheryl Griffeth, Vickie Hicks, James Jeffries, Kim Kollmeyer, Jim Meadows

Member absent: Martha Crise, David Richards

A patron requested to speak to the board but did not attend the meeting. Background information prepared by Associate Director Jim Schmidt was distributed to the trustees.

Disposition of Minutes: Hicks moved to approve the August 16, August 24 and September 12, 2011, minutes. Griffeth seconded. Carrier yea, DeVries yea, Griffeth yea, Hicks yea, Jeffries yea, Kollmeyer yea, Meadows yea. Motion carried.

Finance and Personnel Committee: Through August, the Library was 3.6 percent under budget. Year-to-date revenues totaled \$377,723 versus \$1,633,199 in expenditures. Operating cash through the end of August totaled \$4,297,816. The Reserve Fund balance reflected proceeds from the sale of the old bookmobile and Library Express as well as the transfer of funds to professional services for architectural fees for the preliminary design concepts for the Brentwood Branch. Accounts at BancorpSouth were closed in September, which will be reflected on next month's summary. Grant income included disbursements for the Missouri Arts Council Touring Grant and the Freedom to Read Foundation for Banned Books Week programs as well as a reimbursement for the Health Library at Jordan Valley Community Health Center grant. Miscellaneous Income included the sale of the bookmobile and the Library Express.

Expenses included programming supplies for the U. S. Department of Education Missouri Parent Information and Resource Center (MO-PIRC) and Summer Reading to Go grants. Account 5232 Minor Equipment included equipment purchased for the Health Library at Jordan Valley Community Health Center as well as computers, monitors, printers, software, etc., for the Information Technology Department. Account 5319 Professional Services included architectural fees for preliminary design concepts for the Brentwood Branch, speaker fees for a youth services program paid for by the MO-PIRC grant and contracted labor for the Civil War Virtual Museum project. Account 5321 Telephones included a credit for e-rate reimbursements for telephone service for the 2010-2011 fiscal year.

Staff discussed the committee's recommendation to update the values on the Balance Sheet for the Foundation and investment accounts with the Library's contracted accountant. Since the monthly budget summary is presented as a cash basis report, the accountant recommended setting up a separate spreadsheet to review the quarterly investment earnings and continue to reflect the audited values on the Balance Sheet.

Jeff White, account representative from First Choice Employee Benefit Solutions, reviewed health insurance claims for the Library's partially self-funded plan. The Library is early in the 2012 renewal process, and rates are not yet available. The Finance and Personnel Committee will review health care options again at the

October 17 meeting and discuss establishing premiums contingent on a maximum range of rates to allow the Human Resources staff to begin open enrollment in November.

The committee reviewed the current forms and procedures for evaluating the executive director. The committee is in the process of updating the policy and discussed proposing that board and administrative staff evaluation forms be due to the Finance and Personnel Committee Chair by December 31 with the evaluation conducted in closed session at the January board meeting. A draft of the revised board and administrative staff evaluation forms will be reviewed at the October 17 Finance and Personnel Committee meeting.

Buildings and Grounds Committee: Griffeth reported the committee reviewed the new conceptual designs for the Brentwood Branch.

Funds for the Library Foundation's "\$10 for 10 years" campaign will be used to remake the Library Center's Story Garden. Volunteers from the Church of Jesus Christ of Latter-day Saints provided labor to remove the old gravel base, add top soil, plant a tree and lay down sod.

The committee discussed options for expanding the gift shop at the Library Station. One idea was to add a mobile kiosk that could fold up and be stored when not in use.

The Friends of the Library approved a grant fund request for up to \$30,000 to purchase a new city delivery vehicle. The current van will be repurposed for service in the Buildings and Grounds Department.

Programs, Services and Technology Committee: Planning and Development Librarian Gay Wilson reviewed the programs for Banned Books Week, September 24–October 1. Funding for Banned Books Week activities are provided by a grant from the Judith F. Krug Memorial Fund through the Freedom to Read Foundation/American Library Association. The Library chose to apply for the grant in order to provide a venue for the discussion of banned/challenged books due to the national attention from events at Stockton and Republic. Events include a panel discussion with area school officials and board members, Skype programs with authors of banned books, a program with best-selling author Sarah Ockler and a Banned Books Read-Out followed by a panel discussion with Sarah Ockler, librarians and other experts. Talking Points for Banned Books Week were included in the board packets.

Circulation in August decreased 1.1 percent with 346,042 materials circulating systemwide. Total branch traffic increased 5.5 percent with 190,743 patron visits. Systemwide, 1,889 groups used the meeting rooms with an attendance of 8,801. There were 411,201 searches from remote use of the Library's electronic products. The Web server recorded a total of 1,748,931 page views by 69,703 visitors during August. Beginning in August, statistics for the Health Library at Jordan Valley Community Health Center were reflected in the statistical report.

Report of the Director: Executive Director Regina Greer Cooper reported staff will soon have a bid packet ready for the new van from the Friends of the Library grant.

The Library District was awarded a Library Services and Technology Act (LSTA) summer short-term grant of \$9,235 to upgrade technology at the Fair Grove Branch.

The only bill with revenue-impacting potential to come from the Missouri General Assembly's special session is House Bill 5, which would exempt from property tax assessments any commercial property that is destroyed or severely damaged by a natural disaster to the point of being unusable. The property would be exempt from local property tax assessments for the period it is unusable.

Cooper met for lunch and gave a Library Center tour to Linda Ramey-Greiwe, who has been president and publisher of the News-Leader Media Group since October 2010.

The Library will be an “adopter” organization of Springfield’s strategic plan in the areas of arts, early childhood, education, recreation and civic engagement. Over the next five years, the Library will send representative to a semi-annual meeting to evaluate the community’s progress in these areas.

Youth Services Coordinator Nancee Dahms-Stinson is serving on the Early Child Project Advisory Committee put together by the Springfield News-Leader. Library Center Youth Services Manager Sarah Bean Thompson will serve on an advisory board for the elementary education program at Missouri State University. Library Center Branch Manager Lorraine Sandstrom was appointed to the board of the Missouri Humanities Council.

A Midtown Carnegie Branch patron sent a note to Manager Jim Miller thanking him for his help. The gentleman was homeless but Miller let him have computer privileges. The patron was able to get a job starting at \$15 per hour.

A total of 1,251 adults participated in the Library’s adult Summer Reading Program, “Novel Destinations.” The adults read 6,687 books and attended related programs.

A Small Business Workshop series will be presented in September, October and November at the Library Center. Participants will learn from area business professionals and library staff about resources available for small businesses.

The Friends of the Library Fall Book Sale will be held at Remington’s on October 18-23, 2011.

Library Foundation: Director Michelle Creed reported the Foundation Board will have four vacancies with some possible commitments. Board members are needed with expertise in law or in planning special events.

Creed is paying close attention to the government deficit reduction discussions and how that could affect charitable donations.

A capital campaign feasibility committee met in the summer to discuss the Brentwood Branch project. Board President Juli Moseley, Cooper and Creed met with people in the community who have conducted capital campaigns and talked with potential donors to see if the size and scope of the project warrants a full-scale feasibility study or if Foundation Board members could do a scaled-down study themselves.

Board Education: Youth Services Coordinator Nancee Dahms-Stinson presented an overview of the early literacy project at the WIC Clinic. Funding was provided by the U. S. Department of Education Missouri Parent Information and Resource Center (MO-PIRC) and the Ready-to-Learn project. During the three-year grant period, more than 10,000 free books were distributed, 300 library cards issued and 5,000 parents served.

Early Literacy Outreach Associate Stephanie Smallwood explained how the Library builds relationships with families using services at the WIC Clinic. She educates parents about the importance of early literacy and the resources available at the Library. Because the grant-funded position was included in the 2011-2012 budget, early literacy services will continue at the WIC Clinic when the grant ends on September 30.

New Business: Hicks moved to elect Jim Meadows as the employer delegate for the LAGERS Annual Meeting to be held October 27-28, 2011, at the University Plaza Hotel in Springfield. Jeffries seconded. Carrier yea, DeVries yea, Griffeth yea, Hicks yea, Jeffries yea, Kollmeyer yea, Meadows yea. Motion carried.

It was the consensus of the Board to post pictures of the Board of Trustees on the Library's web site.

The Board of Trustees honored Debbie Eckert, Director of Business Operations, with an album of photographs with memories of her 32 years of service with the Library District.

Administrative Staff introduced themselves to the Board and told about their job with the Library District.

The meeting adjourned at 5 p.m.

Board of Trustees

Director of Business Operations