



**Springfield-Greene County Library Board of Trustees
December 17, 2013
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, December 17, 2013, 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

Kenton DeVries, President and Member:	Present
James Jeffries, Vice President and Member:	Absent (arrived later)
Kim Kollmeyer, Secretary and Member:	Present
Cheryl Griffeth, Treasurer and Member:	Absent (arrived later)
Steven Ehase, Member:	Present
Vickie Hicks, Member:	Absent (arrived later)
Andrea McKinney, Member:	Present
Michelle Moulder, Member:	Present
David Richards, Member:	Present

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

Disposition of Minutes:

[Hicks arrived.]

Kollmeyer moved to approve the revised minutes of the regular session of September 17, 2013; Richards seconded. DeVries yea, Ehase yea, Hicks yea, Kollmeyer yea, McKinney yea, Moulder yea, Richards yea. Motion carried.

Hicks moved to approve the minutes of the regular session of October 15, 2013; McKinney seconded. DeVries yea, Ehase yea, Hicks yea, Kollmeyer yea, McKinney yea, Moulder yea, Richards yea. Motion carried.

Ehase moved to approve the minutes of the regular session of November 19, 2013; Richards seconded. DeVries yea, Ehase yea, Hicks yea, Kollmeyer yea, McKinney yea, Moulder yea, Richards yea. Motion carried.

Public Comment: not present.

Standing Committees:

Finance and Personnel Committee: The November 2013 financial statements were presented. Through November, or 41.7 percent of the fiscal year, the Library was 8.8 percent under budget. November tax revenue was not booked until December, so it will be reflected in the December financials. The Buhrman Trust market value increased by 6.33 percent over last year, and disbursements from the Trust will go up in 2014 to \$13,758.49. Under expenses, salaries and other personnel costs are under budget at 35.7 percent. Operating and Maintenance was over at 49 percent but will come down with budget markups. E-rate reimbursements will bring the telephone expense account in line with budget.

[Griffeth arrived.]

The December tax check did arrive and will be reflected in the December financials at the next meeting.

Office equipment was only at 1.4 percent spent, due to timing of large expenses after tax revenue begins to come in. Cash was at \$2,719,609.42, compared to \$2,505,244 for end of November, 2012. Cash in the reserve account was at \$322,178.62, of which \$240,000 was from the Cain Trust proceeds.

The audit was presented last month by lead auditor Rob Rebmann from Roberts, McKenzie, Mangan & Cummings, but without a quorum, the board did not approve it at that time. Hicks moved to approve the audit for the year ended June 30, 2013; Moulder seconded. DeVries yea, Ehase yea, Griffeth yea, Hicks yea, Kollmeyer yea, McKinney yea, Moulder yea, Richards yea. Motion carried.

Buildings and Grounds Committee: No meeting in December.

Programs-Services-Technology Committee: No meeting in December.

Report of the Director:

- Leland Blatter is new Buildings and Grounds Director.
- There are two remaining branch manager positions to fill: the Library Center and Ash Grove/Willard.
- The Library has been chosen as one of 50 sites to host the traveling exhibit “Changing America: The Emancipation Proclamation, 1863, and the March on Washington, 1963.”
- The Park Central Branch will change open hours to 9:30 a.m. - 7:00 p.m. Monday through Thursday and 9:30 a.m. - 9:00 p.m. on Friday and Saturday.
- The Holiday Store for Kids operated this year at the Library Center, Library Station, and also Brentwood Branch, and had sales over \$7,000.
- A purple “Donate” button has been added to the Library website to make it easier for visitors to donate to the Library Foundation.

Foundation Update: Richardson reported that there will be two informational meetings for the Brentwood Capital Campaign, on one January 23, 2014 at 5:30 p.m. and one on February 20, 2014 at 7:30 a.m. Richardson requested that board members attend one or both meetings.

[Jeffries arrived.]

A direct mail campaign was sent out in December. The O'Reilly Family will decide on a donation to the Brentwood Capital Campaign very soon. The current value of the Brentwood Capital Campaign Fund at Community Foundation of the Ozarks was at approximately \$133,000.

Board Education: Krissy Sinor, Training Coordinator at the Edge Community Technology Center, presented information about the Edge. More open hours are now available at the Edge, with 67 percent of Midtown Carnegie Branch open hours now being covered by Edge hours. This is up from 36 percent previously. Most of these additional hours are tutorial times. Additionally, the Edge has a four-hour session from 8:30 a.m. to 12:30 p.m. on Saturdays to attract more attendees. The Edge also conducts outreach sessions at senior centers in the area. Classes for Windows 8 and for Mac computer users are also offered. The Edge will also be a resource for Money Smart Week and for Boy Scouts merit badge candidates.

New Business: New policies were presented for consideration:

1. Local History – Image Reproduction Policy. Hicks moved to adopt the policy as presented; Griffeth seconded. DeVries yea, Ehase yea, Griffeth yea, Hicks yea, Jeffries yea, Kollmeyer yea, McKinney yea, Moulder yea, Richards yea. Motion carried.
2. Weather Closing Policy (revised). Ehase moved to adopt the policy as presented; Richards seconded. DeVries yea, Ehase yea, Griffeth yea, Hicks yea, Jeffries yea, Kollmeyer yea, McKinney yea, Moulder yea, Richards yea. Motion carried.
3. Volunteers Policy. Moulder moved to adopt the policy as presented; Kollmeyer seconded. DeVries yea, Ehase yea, Griffeth yea, Hicks yea, Jeffries yea, Kollmeyer yea, McKinney yea, Moulder yea, Richards yea. Motion carried.

Miscellaneous Items: Kollmeyer commended the Library staff for the excellent service they gave to her husband on a recent request he had. Richards commented on the Pomona Public Library financial situation and how fortunate the Springfield-Greene County Library District is to have the independent tax base that it has.

Hicks moved to adjourn; Moulder seconded. DeVries yea, Ehase yea, Griffeth yea, Hicks yea, Jeffries yea, Kollmeyer yea, McKinney yea, Moulder yea, Richards yea. Motion carried.

The meeting was adjourned at 4:34 p.m.

Board of Trustees

Director of Business Operations