



Springfield-Greene County Library Board of Trustees
February 19, 2008
Minutes

The Springfield-Greene County Library Board of Trustees met on Tuesday, February 19, 2008, at the Brentwood Branch with Vice President Cherri Jones presiding.

Members present: Leslie Carrier, Bruce Chrisope, Martha Crise, Neil Guion, Cherri Jones, Morey Mechlin, Stephanie Stenger-Montgomery, Rodney Nichols

Members absent: Gary Funk

Reference Librarian Renee Brumett gave a brief overview of the Brentwood Branch. The Young Adult Department is partnering with a sixth-grade academic recovery class at Hickory Hills Middle School and will conduct book discussions with the class. The staff also travel to adult day care centers to present book discussions. The branch received a new X-Box for the Young Adult Department. In January, more than 46,000 items circulated at the Brentwood Branch.

Leslie Carrier arrived at the meeting.

Disposition of Minutes: Guion moved to approve the January 15, 2008, minutes after correcting paragraph 2 under New Business. The following sentence was corrected, "Even though there was no notification prior to the Board meeting, Stenger-Montgomery invited two members of the public to speak: Alice Rainbolt and Dan Dunaway." Chrisope seconded. Carrier yea, Chrisope yea, Crise yea, Guion yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

Finance and Personnel Committee: Through January, the Library was 6.4% under budget. Income included tax revenue from current and delinquent taxes, railroad and utility taxes and Payment in Lieu of Taxes (PILOT) from the Springfield Housing Authority. The Library received a payment from Between Friends for gift shop proceeds as well as six months' payroll reimbursement.

Expenses included reading bags from the U.S. Department of Education Missouri Parent Information Resource Center (MO-PIRC) grant from Account 5229 Programming. Account 5319 Professional Services included the feasibility study for branches from Sapp Design Associates, interior design services for the Park Central Branch and the Opinion Research January tax levy survey. Account 5371 Building Repairs included roof repairs to the auditorium at the Library Center, and Account 5372 Vehicle Repairs included radiator repairs to the Bookmobile. Account 5373 Office Equipment Repair included annual maintenance from Innovative Interfaces, and Account 6411 Office Furniture and Equipment included furniture deposits for the Park Central Branch.

Café 641's last day of operations was December 31, 2007. Café financials were closed out in January. Payroll expenses included the final December payroll as well as vacation payouts. Café food inventory was closed out, and the remaining food items will be sold. Leased equipment is

now included in Account 5383 Office Equipment Rental and invoiced to the Mudhouse monthly. Café furniture not used by the Mudhouse will be sold.

Nichols moved to accept the financial report. Chrisope seconded. Carrier yea, Chrisope yea, Crise yea, Guion yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

Buildings and Grounds Committee: Chair Neil Guion reported the trustees will continue to discuss systemwide short-term needs. Priorities include repairs on some of the stained glass windows and replacement of the front steps at the Midtown Carnegie Branch, space issues at the Republic and Willard Branches and parking issues at the Brentwood Branch.

The Park Central Branch will officially open on April 4 to coincide with downtown's First Friday Artwalk. A Library Foundation-sponsored preview event will be held the day before, April 3, from 4 to 6 p.m.

The Library's attorney will be asked to draft a letter to Marc Whitmore, owner of the building the Library planned to lease to house a Strafford Branch Library, stating that the Library expects the work to be completed by March 31, 2008, or the lease will be terminated.

Stephanie Stenger-Montgomery arrived at the meeting.

Programs, Services and Technology Committee: Circulation increased 15.1% with 309,525 materials circulating systemwide. Total branch traffic increased 3.2% with 135,680 patron visits. Systemwide, 1,481 groups used the meeting rooms with an attendance of 9,510. There were 873,395 searches from the Library's electronic products. The web server recorded a total of 681,412 page views by 102,107 visitors during January.

Search Committee: Chair Cherri Jones reported that search firms have been narrowed down, and the committee will conduct conference calls with the three finalists. Meetings will be held in April for both public and staff input in the process for selecting a Library Director when Executive Director Annie Busch retires. Trustees were asked to commit to attending two of the April meetings. Community Relations Director Jeanne Duffey will send out a news release to the media announcing Busch's retirement in January 2009.

Report of the Director: The Board packet included a report from Planning and Development Coordinator Carol Grimes on the history of grants received in the past nine years. The Library has received almost \$1.4 million since 1998-1999, which does not include the \$100,000 grant just awarded through the Mayor's Commission for Children to support WIC clinics.

Newly hired part-time Accountant John Stratman has more than 30 years of experience in private sector accounting as well as expertise in the use of the Six Sigma system for process improvement. Stratman will attend the March Board meeting.

Stephanie Stenger-Montgomery announced her resignation from the Board because of business commitments.

New Business: Rod Nichols reported that the Finance and Personnel Committee reviewed the proposed budget modifications. Most of the revisions were due to additional revenues from

grants. Property taxes were adjusted to reflect budget expectations. There was an increase in state appropriations for both state aid and Athletes and Entertainers' Tax. Also included were expenses for major electrical repairs, roof repairs at the Midtown Carnegie Branch and replacement of the gate controller at the Library Center. Additional savings were reflected in the personnel budget as well as the health insurance budget because there was no premium increase for 2008. The county branch delivery service was outsourced, which allowed for a reduction in the motor fuel budget.

Nichols moved to approve the modified budget for 2007-2008 as printed. Chrisope seconded. Carrier yea, Chrisope yea, Crise yea, Guion yea, Jones yea, Mechlin yea, Montgomery yea, Nichols yea. Motion carried.

Busch reviewed proposed legislative changes to the property tax laws. Library advocates are working to encourage the General Assembly to maintain existing current property tax laws.

Nominating Committee members Gary Funk and Morey Mechlin will bring recommendations to the Board to fill the vacated position for vice president. Vice President Cherri Jones will move up to the position of president of the Board of Trustees. Another trustee will be appointed to the search committee position vacated by Stephanie Stenger-Montgomery.

Mechlin moved to adjourn the meeting. Crise seconded. Carrier yea, Chrisope yea, Crise yea, Guion yea, Jones yea, Mechlin yea, Montgomery yea, Nichols yea. Motion carried.

The meeting adjourned at 4:45 p.m.

Board of Trustees

Debbie Eckert, Business Office Manager