



**Springfield-Greene County Library Board of Trustees
January 15, 2013
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, December 15, 2013, at 4:00 p.m. at the Willard Branch Library, 304 E. Jackson Street Suite 1A, Willard, Missouri. Members of the Board of Trustees were present or absent as follows:

Present/Absent

David Richards, President and Member:	Present
Kenton DeVries, Vice President and Member:	Present
James Jeffries, Secretary and Member:	Present
Kim Kollmeyer, Treasurer and Member:	Present
Leslie Carrier, Member:	Present
Martha Crise, Member:	Present
Cheryl Griffeth, Member:	Present
Vickie Hicks, Member:	Present
Jim Meadows, 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 moved to approve the minutes of the regular session of December 18, 2012; Carrier seconded. Carrier yea, Crise yea, DeVries yea, Griffeth yea, Hicks yea, Jeffries yea, Kollmeyer yea, Meadows yea, Richards yea. Motion carried.

Finance and Personnel Committee: Meadows reported that at their meeting yesterday, the committee reviewed the monthly financials. Through December, the Library is 7.3 percent under budget. The first tax payment of the 2012 tax year arrived in December and was higher than the comparable payment last year. With the exception of a few items slightly over budget due to timing or unforeseen issues, the Library is on track in its accounts. Unemployment compensation is over in percentage but is not a large amount and has minimal impact on the budget overall. The Finance-Personnel Committee had also met in closed session related to personnel.

Buildings and Grounds Committee: Griffeth reported that the RFQ (Request for Qualifications) has been sent out for surveying services on the Brentwood Branch Library property and the Library Center parcel potentially being put up for sale. The responses are due on January 25, 2013. On the Brentwood Branch renovation, the architects will meet on January 16 with Cooper and Schmidt, and then will meet with Brentwood staff again on February 13. At the Library Center, the picture book bins have been installed in the children's section and some end panels

have been moved around. All branches now have picture book bins except Brentwood, which will not have them installed until after the renovation. The elevator at the Library Center has been repaired. The new office space at the Midtown-Carnegie Branch Library is being finished and the Ozarks Literacy Council administration is settling in.

Report of the Director:

- Legislative advocacy has begun for the year, with Missouri Library Association Advocacy Day scheduled for February 5 in Jefferson City. Board members wishing to attend will need to notify Cooper by Friday January 18 if they would like to go.
- Passport Agency status is still frozen at this time and Cooper will update if that changes.
- The City of Springfield conducted an active-shooter training, and several Library managers took that training. The Library will use that material to develop its own training in this area in an effort to be prepared for the possibility of an active shooter on Library property.
- Associate Director Jim Schmidt presented an analysis of statistics spanning an 8-year time period to determine trends related to the economic downturn of 2008-2009. The data reveal that circulation spiked at that time and is now normalizing, as opposed to any consistent downward trend occurring. Traffic and program attendance are consistently trending upward. The statistic that does bear further analysis is the meeting room statistics over the 8-year span since the attendance numbers are down but the number of groups using the rooms is up. This may suggest that more meeting rooms of smaller size would fit the needs of patrons better. More study will be done into meeting room use at the Library Center and the Library Station.
- Last week's Battle of Springfield commemorative programming drew more than 1,000 people.
- The Ozarks Literacy Council has scheduled an open house event at the Midtown-Carnegie Branch office on February 20, 2013 at 4:30 p.m. to 6:30.
- The week of January 27 will be Food for Fines week, during which time one item of non-perishable food donated will be redeemed for 50 cents waiver in fines.
- Cooper will attend the Midwinter meeting of the American Library Association in Seattle, Washington on January 25 through 29.

Foundation Update: Foundation Director Valerie Richardson reported that the Foundation Board continues to work on the capital campaign. Chair persons will not be announced until February. The Foundation received \$50,000 from the Friends of the Library as its first installment towards the pledge of \$300,000 it made to the Brentwood Capital Campaign. The Mid-America Singers will perform on February 24, 2013 with a fundraising VIP reception afterwards. The charge will be \$50 per person and feature wine and hors d'oeuvres. Proceeds will go towards the Brentwood Capital Campaign. A direct mailing went out in December, and there will be another one in March. There will be an author's gala in the fall of 2013, with a noted author as speaker. The audit and tax filing are complete. Cause Momentum is an online fundraising effort that will be entering the beta phase, and the Foundation will join that project at that point.

Board Education: Sarah Bean Thompson presented a program on Collaborative Programming efforts, about which she has written columns for the publication *Public Libraries*. She and her staff have assisted teen volunteers who wanted to perform service for the children of the

community by having Snowy Story Times and Stuffed Animal Sleepovers. These collaborations have empowered teens by giving them a sense of volunteerism and their potential value to the community.

Miscellaneous Items:

- Programs-Services-Technology will meet quarterly, normally in February, May, August and November, although this quarter it will occur in March. Staff will coordinate the dates for a March meeting.
- A discrimination claim has been filed with the Equal Employment Opportunity Commission. The Library has issued a response and is awaiting the outcome.
- Crise moved to go into closed session for personnel; Griffeth seconded. Carrier yea, Crise yea, DeVries yea, Griffeth yea, Hicks yea, Jeffries yea, Kollmeyer yea, Meadows yea, Richards yea. Motion carried.

The board went into closed session at 4:35 p.m.

Board of Trustees

Director of Business Operations