



**Springfield-Greene County Library Board of Trustees
April 15, 2014
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, April 15, 2014, 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:	Present
Kim Kollmeyer, Secretary and Member:	Absent
Cheryl Griffeth, Treasurer and Member:	Absent
Steven Ehase, Member:	Absent
Vickie Hicks, Member:	Present
Andrea McKinney, Member:	Absent
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 moved to approve the minutes of the regular session of March 18, 2014; Richards seconded. DeVries yea, Jeffries yea, Hicks yea, Moulder yea, Richards yea. Motion carried.

Standing Committees:

Finance and Personnel Committee: The March 2014 financial statements were presented. Through March, or 75.0 percent of the fiscal year, the Library was 9.4 percent under budget. Tax revenue was lagging behind last year at 95.2 percent. Year-to-date revenues were \$12,331,577, with cash at \$9,249,879.81. Expenses were within budget or very close, with no concerning expense lines. Account 5321 Telephones will be reduced by the e-rate refund. Capital expenses will occur before June 30. A bond principal payment was paid in March. Total expenditures for the year to date were \$9,750,013.

Buildings and Grounds Committee: The roof inspection report was released, revealing two problems that will be addressed. A new Buildings and Grounds maintenance technician was hired. The Library Center will have a new canopy and will remodel the ladies' restroom. The Midtown Carnegie Branch overflow parking lot will be sold, and Great River Associates will survey and subdivide the lot. Renovation on the lower level of Midtown Carnegie will be undertaken at no cost

to the Library by Larry Snyder Construction. The Park Central Branch library will be doing some crime prevention through environmental design (CPTED) remodeling. The restroom doors will be replaced and the cube seating will be removed. The Library Station will be receiving a new digital sign once the permit is approved.

Report of the Director:

- The mobile version of the library's catalog was unveiled.
- The Library will begin checking out eight Kindle e-readers to the public on June 1, and they will float just as the book collection does.
- Library staff has worked with Springfield Public Schools to create a single portal for students to log into for access to both the school library and the public Library District's information databases.
- The Library District received a Pillar award for Outstanding Service to the Community from the United Way of the Ozarks.
- Health Librarian Cory Mihalik was awarded a Show-Me Steps grant from the Missouri State Library to attend the Medical Library Association conference in Chicago in May, 2014.
- Sarah Francka-Jones was named branch manager for the Ash Grove and Willard branches.
- Jessie Alexander-East was named branch manager for the Library Center.
- Beginning Sunday, May 4, the drive-up windows at the Library Center and Library Station will open an hour earlier, at noon, with full library service at starting 1:00 p.m. as before.
- Passport acceptance training has begun for staff at the Library Center.
- A group of community leaders has created a Community Incident Notification (CINT) alert system. The new system will relay accurate and timely information to affected communities in the event of an active shooter or similar type of situation.
- "In Training" buttons are being provided for new staff.
- The Friends of the Library book sale will be the last week of April.

DeVries congratulated the Library District on the United Way Pillar award.

Miscellaneous:

Cooper presented a proposed revision to the application form for employment at the Library District. Hicks moved to approve addition of the language "including but limited to financial status of your library account" to the signature section on page 4 of the application after "other background information"; Moulder seconded. DeVries yea, Jeffries yea, Hicks yea, Moulder yea, Richards yea. Motion carried.

Cooper announced that the latest tax abatement hearing will be April 28, 2014 for a redevelopment project entitled "Aspen Springfield Redevelopment Area."

Moulder extended thanks to the staff in recognition of Library Workers Day.

Adjournment:

Hicks moved to adjourn; Moulder seconded. DeVries yea, Jeffries yea, Hicks yea, Moulder yea, Richards yea. Motion carried.

Board of Trustees

Director of Business Operations



**Springfield-Greene County Library Board of Trustees
April 15, 2014
Minutes
Board Retreat**

The Board of Trustees of the Springfield-Greene County Library District met in open session for the annual board retreat on Tuesday, April 15, 2014, at 12:00 p.m. at the Library Center, 4653 S. Campbell, Springfield MO 65810. 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:	Present
Kim Kollmeyer, Secretary and Member:	Absent
Cheryl Griffeth, Member:	Absent
Steven Ehase, Member:	Absent
Vickie Hicks, Member:	Present
Andrea McKinney, Member:	Present
Michelle Moulder, Member	Absent – Arrived Later
David Richards, Member:	Present

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

New Board Member Discussion: The board discussed board replacement possibilities for Hicks and Griffeth, whose terms expire June 30, 2014 (one city and one county appointment).

Tax Projections: Associate Director Jim Schmidt and Director of Business Operations Shari Wyly presented data on tax projections based on past performance, including operating expenses versus total available (cash at July 1 plus expected revenue), operating cash versus total taxes, and current taxes versus total taxes.

Foundation Update: Foundation and Development Director Valerie Richardson recapped the Brentwood capital campaign timeline. Kickoff was August 2013, and co-chairs are Brooke O'Reilly, Stephanie Montgomery, and Jewell Schweitzer. During the quiet phase, there was a \$300,000 pledge by the Friends of the Library, an anonymous gift of \$770,422, a \$100,000 O'Reilly Family pledge, and gifts and pledges of \$10,000 and over. The Foundation is submitting Darr Foundation and Titus Foundation grant applications as well as others. The Foundation is also pursuing a Neighborhood Assistance Program (NAP) tax credit designation. The public phase of the campaign is planned for March 2015 to April 2016, when corporate and

business gifts will be the focus, and it is possible that this could move faster. Board members were encouraged to make a donation and to submit names of organizations and potential donors to approach.

Personnel Presentation:

Director of Human Resources Lori Strawhun presented information on Library staff, including “snapshot” statistics of staff as of April 15, 2014. Of 258 budgeted positions, 249 were filled at that time. There were 78 percent female and 22 percent male, with 50 percent married, 46 percent in single categories, and 4 percent who did not disclose. Racially, the Library employed 96.4 percent white, with 3.6 percent from other options. Cultural diversity included Russian, Italian, and other international places of origin for employees. The average current length of service was 7.8 years. Turnover was approximately 20 percent annually because of the part-time students that come and go frequently. There were approximately 20 minimum-wage pager/shelver employees.

Employees supported the Friends of the Library with 74 signing up during Staff Development Day. Twenty-eight contributed to the Foundation through payroll deductions. Staff with graduate degrees numbered 43, with 119 reporting at least some college up to a bachelor’s degree. Librarian recruits were sought through conventions, library schools, and professors. Branch manager salary upgrades will be on the next strategic plan.

There were 213 volunteers working for the library, not including approximately 800 Friends of the Library volunteers.

Strategic Plan Update: Cooper gave information on the strategic plan status (see chart). The current strategic plan runs through December, 2015. The board discussed location options for a new branch, a bigger auditorium space at the Library Center, and public use space.

The next strategic plan will run 2016 – 2020. Cooper plans to finish it in October 2015 and bring it to the board for approval. Information will come from public surveys beginning in June and from the City of Springfield community focus report. Outreach venues will have booths for non-user surveys. Administrative Staff is brainstorming five-year strategic plans for each department or branch. Cooper and Planning and Development Librarian Gay Wilson will apply to attend a strategic planning workshop lasting four and a half days.

Ideas emerging so far have been:

- Sunday hours at the Midtown Carnegie Branch
- Changes to the physical space in the Collection Services Department
- On-demand book printing (Espresso Book Machine)
- Materials vending machines (EnvisionWare 24-Hour Library)
- Integrated library systems / staffless library (Bibliotheca)
- Branch manager salaries
- Self-service task force
- Full-time branch manager at each branch (rather than combining two branches)

The board discussed other ideas and considerations:

- Options for branch locations / leases / ownership / specialty or focus
- Cooperation with Christian County Library
- Different kinds of items for checkout
- Auditorium expansion
- Auditing environmental impact of buildings and vehicles

[McKinney left the meeting]

[Moulder arrived at the meeting]

Closed Session: Hicks moved to go into closed session for real estate; Richards seconded. Hicks yea, Richards yea, DeVries yea, Moulder yea, Jeffries yea. Motion passed.

The retreat portion of the meeting was adjourned at 4:00 p.m.

Board of Trustees

Director of Business Operations