



Springfield-Greene County Library Board of Trustees
August 21, 2007
Minutes

The Springfield-Greene County Library Board of Trustees met on Tuesday, August 21, 2007, at the Republic Branch with President Stephanie Stenger-Montgomery presiding.

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

Library Board President Stephanie Stenger-Montgomery introduced Martha Crise, a County appointee to the Library Board.

Branch Manager Kim Flores gave a brief overview of the Republic Branch. Since 1997, Price Cutter has contributed almost \$11,000 to the Republic Branch through its Community Bucks program. The new Teen Spaces area was funded by a grant through the Library Services and Technology Act (LSTA). The grand opening for the teen area will be held at the Republic Branch at 5 p.m. on Saturday, September 8, with teen night following at 6 p.m.

Public Comment: Patron Brenda Webster addressed the Board about an incident with a Library Station security guard. The Finance and Personnel Committee will review the incident to make sure correct procedures were followed by staff and the security guard.

Disposition of Minutes: Chrisope moved to approve the June 19, 2007, and the July 17, 2007, minutes. Mechlin seconded. Chrisope yea, Crise yea, Funk yea, Guion yea, Jones yea, Mechlin yea, Montgomery yea, Nichols yea. Motion carried.

Finance and Personnel Committee: Through July, the Library was 2.8% under budget. Income included annual invoice receipts from consortium members for maintenance and support. Grant income included reimbursements from the U. S. Department of Education Missouri Parent Information Resource Center (MO-PIRC) grant and the Library Services and Technology Act (LSTA) Safety and Security and After School Connection grants.

Expenses included furniture deposits for the Teen Spaces Grant from Account 5232 Minor Equipment, professional services for summer reading program presenters from Account 5319 Professional Services, meeting room carpet for the Library Center and electrical wiring for computers for the Republic Branch from Account 5371 Building Repairs, air conditioning repairs at the Brentwood Branch from Account 5374 Plant Equipment Repairs and rent for July and August from Account 5382 Building Rental.

The gross profit margin for Café 641 was 48.2% with total income of \$14,476.80 and expenses of \$14,977.05. Café net income showed a loss of \$500.25. Manager Rose Habermehl resigned effective mid-September to operate the food service at the Greene County Court House. The committee discussed options for hiring a new manager or leasing the space again to an outside food service vendor. The Finance and Personnel Committee recommended the Board pursue an

outside food service vendor to operate the Library Center's café. The Committee also recommended reducing the staff discount to 10% as a way to improve cash flow for Café 641.

Jones moved to accept the June 19, 2007, and the July 17, 2007, financial reports. Chrisope seconded. Chrisope yea, Crise yea, Funk yea, Guion yea, Jones yea, Mechlin yea, Montgomery yea, Nichols yea. Motion carried.

Buildings and Grounds Committee: The Strafford Branch will not be open for Route 66 Days on September 8, but the Library will have a booth promoting library services.

The committee met with a realtor to review a proposal to build a new Republic Branch. The contract would be structured as a lease/purchase and would be contingent on voter support for the capital tax levy.

The Board viewed a "concept sketch" for the proposed downtown library. Space has been leased for a coffee café in the space adjacent to the Library. The café is expected to open in November 2007, and the anticipated opening of the downtown branch is spring 2008.

A survey to determine community response to the plan for new facilities will be conducted in October by Opinion Research Specialists. Based on those results, a four-cent capital levy amount with a ten-year sunset would be placed on the April 2008 ballot.

Programs, Services and Technology Committee: Circulation increased 4.7% with 320,010 materials circulating systemwide. Total branch traffic increased 2.1% with 147,931 patron visits. Systemwide, 499 groups used the meeting rooms with an attendance of 5,586. There were 454,535 searches from the Library's electronic products. The web server recorded a total of 914,197 page views by 83,073 visitors during July.

Report of the Director: Executive Director Annie Busch talked with James Clary about potential vendors to operate the café. Clary will send out Café 641's profit and loss statement for the last fiscal year to restaurant vendors on his list serve to see if there is any interest in an outside food service vendor operating the café.

Leslie Carrier will be appointed to the Library Board pending City Council approval.

Statistics from the summer reading program will be presented at the September Board meeting.

The \$17,995 LSTA Teen Spaces Grant upgraded the teen areas at the Republic and Midtown Carnegie Branches. The teen areas include computers and workstations, 42" flat-screen plasma televisions, DVD players, an X-Box 360, new table and chairs, additional shelving and replacement of all network equipment.

The September Board meeting will be held at 4 p.m. on September 18 at the O'Bannon Bank in Fair Grove.

New Business: Busch will be out of the country for the regular October meeting date. It was the consensus of the Board to change the meeting date from October 16 to October 30. The facilities survey should be completed and a report ready by the October 30 meeting date.

Montgomery made the following committee appointments: Finance and Personnel: Rodney Nichols, chair; Bruce Chrisope, Cherri Jones, Leslie Carrier. Buildings and Grounds: Neil Guion, chair; Martha Crise, Gary Funk, Morey Mechlin. Programs, Services and Technology: Cherri Jones, chair, and Morey Mechlin.

Funk moved to set the tax rate at \$.2455, which is the maximum rate permitted, as certified by the state auditor's calculations. Nichols seconded. Chrisope yea, Crise yea, Funk yea, Guion yea, Jones yea, Mechlin yea, Montgomery yea, Nichols yea. Motion carried.

Nichols moved to renew the line-of-credit contract authorizing the borrowing of \$2,000,000 for gap financing with BancorpSouth. Funk seconded. Chrisope yea, Crise yea, Funk yea, Guion yea, Jones yea, Mechlin yea, Montgomery yea, Nichols yea. Motion carried.

Library Station Circulation Assistant Randee Patillo was presented with an album of photographs with memories of her 26 years of service with the Library District. Patillo's retirement party will be held from 4:30 to 6:30 p.m. on Friday, August 31, in the Frisco Room at the Library Station.

Mechlin moved to adjourn the meeting to closed session to discuss the Executive Director's evaluation. Chrisope seconded. A roll call vote was taken. Chrisope yea, Crise yea, Funk yea, Guion yea, Jones yea, Mechlin yea, Montgomery yea, Nichols yea. Motion carried.

The meeting adjourned to closed session at 4:50 p.m.

Board of Trustees

Debbie Eckert, Business Office Manager



**Springfield-Greene County Library Board of Trustees
E-Mail Vote
August 22, 2007**

The Springfield-Greene County Library Board of Trustees by electronic vote initiated on August 22, 2007, approved setting the tax rate at .2414, which is the maximum rate permitted, as certified by the state auditor's calculations. The amended valuation is due to an Amended Certification of County Value from the State Tax Commission for one of the Railroad & Utilities entities.

Voting in Favor: Chrisope yea, Crise yea, Funk yea, Guion yea, Jones yea, Mechlin yea, Montgomery yea, Nichols yea. Motion carried.

Voting Against: None

Board of Trustees

Debbie Eckert, Business Office Manager