



Springfield-Greene County Library Board of Trustees
August 18, 2009
Minutes

The Springfield-Greene County Library Board of Trustees met on Tuesday, August 18, 2009, at the Brentwood Branch Library with Neil Guion presiding.

Members present: Kim Bartelsmeyer, Leslie Carrier, Martha Crise, Kenton DeVries, Cheryl Griffeth, Neil Guion, Vickie Hicks, David Richards

Members absent: Rod Nichols

Library Board President Neil Guion introduced Kim Bartelsmeyer, a County appointee, and David Richards, a City appointee, to the Library Board.

Disposition of Minutes: Hicks moved to approve the July 21, 2009, minutes. Carrier seconded. Bartelsmeyer yea, Carrier yea, Crise yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Richards yea. Motion carried.

Finance and Personnel Committee: Through July, the Library was 6.2% under budget. Year-to-date revenue totaled \$258,972 versus \$747,600 in expenses. Income included annual invoice receipts from consortium members for maintenance and support. Foundation income included donations for the Willard Branch, the first installment on sponsoring author Richard Peck for the Big Read event and funds designated for the Local History collections. Grant income included proceeds from the U. S. Department of Education Ready-to-Learn and Missouri Parent Information Resource Center (MO-PIRC) grants as well as the Missouri Arts Council's sponsorship of a performer for the summer reading program and the Community Partnership of the Ozarks Stories-to-Go grant. Miscellaneous Income included annual contractual income from United Way 2-1-1 for expenses and an e-rate reimbursement for phone service from AT&T for 2008-2009.

Expenses included interior design fees for the new Republic Branch, summer reading program performer fees as well as monthly contracted maintenance services from Account 5319 Professional Services. Account 5373 Office Equipment Repairs included annual maintenance for the Kronos timekeeping software, PaperWise document management software and Innovative Interfaces Research Pro module. Account 5382 Building Rentals include July and August rent. Account 6411 Office Furniture and Equipment includes furniture deposits for the new Republic Branch as well as the sculpture for the Willard Branch. Account 6415 Computer Hardware includes computers for the Library Services and Technology Act (LSTA) Technology Ladder grant.

The Library ended the 2008-2009 fiscal year 6.2% under budget. Year-to-date revenue totaled \$12,107,609 and expenses totaled \$11,803,638. The June Monthly Budget Summary is a final pre-audit cash flow report. Auditors from Roberts, McKenzie, Mangan & Cummings will begin the annual audit on September 1.

At a future meeting, Bartelsmeyer will discuss key items to review on the monthly financial reports.

Buildings and Grounds Committee: Griffeth reported that Developer Paul Larino presented additional information on the proposal for a new library at the Wilson Creek Marketplace in Battlefield. The information included projected operational costs to lease a 10,000 square foot building in the development.

It was the consensus of the Board to notify Developer Paul Larino and the City of Battlefield that a branch in the Wilson Creek Marketplace does not fit into the Board's priority list at this time. Executive Director Regina G. Cooper will send a letter to Larino and the Battlefield mayor informing them of the Board's decision.

Staff will create a map with the service area radius of existing and proposed branches to demonstrate gaps or overlaps.

Carpet bids were awarded to Grooms Office Environments for the new Republic Branch. The Friends of the Library approved a funding request for furnishings for the new branch. Contractor/Developer Don LaRue anticipates completing construction by September 15. The carpeting can be scheduled after September 1, and the Information Technology Department should also be able to begin cabling. Furniture bids closed on August 21 and should be awarded the following week.

LaRue has not signed the amended lease agreement and requested some changes be made to the agreement. LaRue will furnish weekly written construction updates instead of typed updates. LaRue does not want to pay storage costs for furnishings but assured the Library he has storage space available if needed. LaRue requested the rent start date commence when the branch is open to the public and strike the clause "or ninety (90) days after the Landlord completes the construction of the Landlord's work and delivers the Certificate of Occupancy to Tenant".

Hicks moved to accept the changes to the amended lease agreement requested by Contractor/Developer Don LaRue. Crise seconded. Bartelsmeyer yea, Carrier yea, Crise yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Richards yea. Motion carried. Cooper will e-mail the Board when the contract is signed.

Cooper will meet with the Friends of the Library grant committee to update them on potential expansion options for the Brentwood Branch and answer questions about the funding request to purchase the house and lot adjacent to the branch.

Programs, Services and Technology Committee: Youth Services Coordinator Nancee Dahms-Stinson gave an overview of programming services as part of the strategic planning reports. The committee is developing a programming evaluation process. They will present a condensed report as part of the board education at the November meeting.

Circulation in July increased 9% with 379,400 materials circulating systemwide. Total branch traffic increased 15.6% with 188,307 patron visits. Systemwide, 1,215 groups used the meeting rooms with an attendance of 7,194. There were 316,068 searches from the Library's electronic products. The web server recorded a total of 978,934 page views by 81,616 visitors during July.

Report of the Director: The Library staff began transitioning to the new VoIP (Voice over Internet Protocol) phone system.

New Board members attended an orientation session and toured the Library Center. They will tour other branches on the afternoon of August 28.

Interviews began for the Community Relations Director job vacancy. The Library has received more than 50 applications for that position.

The Library Foundation approved sponsoring two author visits to Springfield. The Library will partner with Missouri State University, Drury University and Springfield Public Schools for a portion of the funding to have children's author Patricia McKissack visit in October as a preview of the African American Read-In in February. Richard Peck, author of *A Long Way From Chicago*, will make an appearance for the Big Read program in the spring.

Staff from Kirkpatrick, Phillips & Miller, including Library Trustee Vickie Hicks and Library Foundation Trustee Beau Barrett, named the Springfield-Greene County Library District as the beneficiary of the \$210 raised through Jeans Day at their company.

Unique Management Services, Inc., the Library's collection agency, recovered \$135,800 in fines for the Library District last year. After subtracting the cost of their services, collections averaged \$9,957.83 per month.

Planning and Development Coordinator Carol Grimes and Edge Coordinator Jazy Mihalik are writing a grant to apply for stimulus money that will be used to enlarge the Edge, the Library's community technology center.

Foundation Center Librarian Tammy Flippen is applying for a Weed and Seed grant from the Department of Justice to provide policing for areas in need. The Library will work with the Urban Districts Alliance and Springfield Police Chief Lynn Rowe to pursue this funding, which will help pay for officers to patrol both Park Central and Midtown Carnegie Branches.

Trustee Leslie Carrier, Executive Director Regina G. Cooper and Associate Director of Public Services Jim Schmidt will travel to St. Louis in early November for advocacy training as part of the Bill & Melinda Gates Foundation grant.

Cooper attended the opening of Treasures—Rare Books at the Meyer Library at Missouri State University. These items are located in the Special Collections & Archives Department headed by new Trustee David Richards.

Cooper attended two educational fundraising sessions with Foundation Director Michelle Creed. She also spoke about Library services at the monthly Rotaract meeting. Rotaract is a Rotary-sponsored service club for members ages 18-30.

Programs in July included storytimes focusing on getting children ready for kindergarten as well as a bi-lingual storytime attended by five families at the Brentwood Branch. A patron at the Women, Infant and Children (WIC) clinic received a book for her new baby as part of the Ready-to-Learn grant. She said the book was the first gift she had for her baby because her money was spent on essentials--diapers and formula.

Board Education: Outreach Services Manager Allison Eckhardt reviewed the SWOT analysis for the outreach strategic planning committee. She highlighted the strengths, weaknesses, opportunities and threats for outreach services as well as reviewed the committee's goals. Several programs and services have started through grants. Goals include securing permanent funding for successful grant-funded

programs, developing a plan for gathering data about outreach services and designing a new Bookmobile and developing a plan for funding the purchase.

New Business: DeVries moved to set the tax rate for the 2009-2010 fiscal year at \$.2412, which is the maximum rate permitted, as certified by the state auditor's calculations. Hicks seconded. Bartelsmeyer yea, Carrier yea, Crise yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Richards yea. Motion carried.

Crise moved to change the annual Board retreat from March to April. Bartelsmeyer seconded. Bartelsmeyer yea, Carrier yea, Crise yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Richards yea. Motion carried.

Hicks moved to adjourn the meeting. DeVries seconded. Bartelsmeyer yea, Carrier yea, Crise yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Richards yea. Motion carried.

The meeting adjourned at 5:10 p.m.

Board of Trustees

Debbie Eckert, Business Office Manager