



**Springfield-Greene County Library Board of Trustees  
August 20, 2013  
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, August 20, 2013, at 4:00 p.m. at the Library Center, 4356 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 – arrived later
Cheryl Griffeth, Treasurer and Member:	Absent
Steven Ehase, Member:	Present
Vickie Hicks, Member:	Present
Andrea McKinney, Member:	Present
Michelle Moulder, Member:	Absent
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 July 16, 2013; Ehase seconded. DeVries yea, Ehase yea, Hicks yea, Jeffries yea, McKinney yea, Richards yea. Motion carried.

Standing Committees:

Finance and Personnel Committee: The July 2013 financial statements were presented.

[Kollmeyer arrived]

Through July, or 8.3 percent of the fiscal year, the Library was 3.0 percent under budget. Operating cash through the end of July was \$6,211,723. Total tax revenues for July were \$82,082.94, all delinquent taxes. The final Between Friends Gift Shop income payment did not arrive in time to be booked in the 2012-2013 budget year and will need to be moved by audit adjustments.

Buildings and Grounds Committee: New light fixtures were installed in the Ash Grove Branch Library. The Ozarks Literacy Council renewed its agreement for the Midtown Carnegie office space occupancy. Locks were changed on the Friends of the Library building. New shelves on

tracks were installed in the Library Center dock area. The Park Central Branch Library was the target of graffiti, and a sink was torn off the wall at the Midtown Carnegie Branch Library.

Programs-Services-Technology Committee: Kathleen O'Dell presented to the committee about the services provided by the Community Relations Department, and she presented to the board later in the meeting.

Report of the Director:

- The new branch manager at the Midtown Carnegie Branch Library, Eva Pelkey, was introduced.
- The Library District was awarded Missouri Library of the Year by the Missouri Library Association. The Community Relations Department was also awarded a public relations achievement award.
- Summer Reading program has increased by more than 14 percent over last year. Over 18,000 children participated.
- The Friends of the Library conducted a sale of cookbooks and sold \$7,344.10 in one and a half days. The proceeds will go towards the Brentwood Branch renovation.
- The Library introduced live text and chat reference service. It is now available 98 percent of the time that the library is open, and averages 108 sessions per month.
- Hoopla went live to the public. 168 people have signed up with over 200 circulations so far.
- The Strafford Branch Library celebrated its 5<sup>th</sup> anniversary.
- For her birthday, a young patron, Elisa Peters, requested party guests to bring books for the library, and six books were donated. Cooper wrote her a thank-you letter.
- The Library has been asked to partner with the School of Information Science and Learning Technologies at the University of Missouri for an Institute of Museum and Library Services grant project, the Public Library Leadership Fellows Program (PuLL Program). This project will provide students with capstone experience focused on public library administration. If awarded, the Library will appoint an advisor to the PuLL Fellows Board, suggest administrative librarians to serve as team-teachers, and provide a commitment to serve as practicum host site.

Foundation Update: The Brentwood campaign kickoff will be Thursday August 29. Invitations were sent. The Brentwood fund is at \$112,000, with the Friends of the Library contributing their first \$100,000 and the other \$200,000 of their commitment still to be granted. Additionally, the cookbook sale will bring in \$7,344.10 for the fund. A capital campaign film produced by Brian Richardson was presented.

Board Education: Kathleen O'Dell, Community Relations Director, presented information on the many marketing and public relations efforts her department works on. The department is dedicated to telling the Library's story in many ways, such as press releases, email, the news media, print matter, and also word of mouth marketing. The department also ensures that the Library brand is consistent and professional, and this includes the Library's logo, color scheme, and typeface in its publications and signage. Bookmarks, brochures, annual report, EDGE catalog, end panel signage, way-finding signs, TV slides, and special events tickets are all produced by the department. They also monitor and maintain a social media presence on Facebook, Twitter, LinkedIn, and Pinterest.

New Business: The new tax rate calculation was presented, with the highest rate allowable for 2013 at 0.2469. Hicks moved that the tax rate be set at the highest allowable of 0.2469. Kollmeyer seconded. DeVries yea, Ehase yea, Hicks yea, Jeffries yea, Kollmeyer yea, McKinney yea, Richards yea. Motion carried.

Miscellaneous Items: Cooper reported that the Equal Employment Opportunity Commission ruled in the Library's favor on the recent employment discrimination complaint. The complainant has 90 days to file a suit in federal court, which would be by November 5, 2013. If no complaint is filed by then, the matter will expire.

Cooper reported that Springfield Public Schools has inquired about possibly purchasing the parking lot adjacent to the Midtown Carnegie Branch to expand the parking available to students at Central High School. The board agreed that it would entertain an offer from the School District.

McKinney made a motion to adjourn; Ehase seconded. DeVries yea, Ehase yea, Hicks yea, Jeffries yea, Kollmeyer yea, McKinney yea, Richards yea. Motion carried.

The meeting was adjourned at 4:50 p.m.

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Board of Trustees

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Director of Business Operations