



**Springfield-Greene County Library Board of Trustees
August 18, 2015
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, August 18, 2015, 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

Michelle Moulder, President and Member:	Present
Andrea McKinney, Vice President and Member:	Present
Steven Ehase, Secretary and Member:	Absent (arrived later)
Michele Risdal-Barnes, Treasurer and Member:	Present
Derek Fraley, Member	Absent
Bill Garvin, Member	Absent (arrived later)
James Jeffries, Member:	Absent (arrived later)
Ashley Norgard, Member	Present
Matthew Simpson, Member:	Present

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

Disposition of Minutes: Simpson moved to approve the minutes of the regular session of July 21, 2015; McKinney seconded. McKinney yea, Moulder yea, Norgard yea, Risdal-Barnes yea, Simpson yea. Motion carried.

Standing Committees:

Finance and Personnel Committee: Risdal-Barnes reported for the Finance-Personnel Committee.

[Garvin entered the meeting.]

With 8.3 percent of the year elapsed, the Library was 0.3 percent over budget, mostly due to July being a three pay-period month. Tax revenues for July were \$66,025.21. Everything else was as expected. The only discretionary budget expenditures were computer minor equipment.

Buildings and Grounds Committee: Garvin reported for the Buildings and Grounds Committee.

- The cause of roof leaks at the Library Center was found and repaired.

- The ADA stall in the men's bathroom at the Library Center concourse was repaired.
- The gate at the Library Center staff parking lot will be repaired. It has been out of service since winter.
- The Library Station parking lot purchase was completed on July 20, 2015.
- The Ash Grove branch now has hot water. They also now have an intercom to serve the ADA entrance to the branch, allowing better service and accessibility for patrons.
- Awnings for the staff entrances to the Library Center and the Library Station have been ordered.
- The Park Central Branch now has some additional office and break space through a lease with the Creative Foundry. This arrangement also provides a common area with a kitchenette and a board room for staff meetings, breaks, and interviews.
- The delivery van was hit by an uninsured motorist, and the insurance company is pursuing the uninsured driver for damages, including the \$500 deductible that the Library paid.

[Jeffries entered the meeting.]

[Ehase entered the meeting.]

- The Republic Branch landlord Shelli LaRue will meet with Cooper to discuss monthly lease rates and a payoff amount for possible purchase of the property.
- The committee discussed the ReNew Brentwood timeline created by Associate Director Jim Schmidt. A Google doc was created to share the information with staff.
- As part of the ReNew Brentwood project, a new automated materials handling system is being considered. The system will be installed at the Brentwood Branch Library as a pilot project for future installations at the Library Center and the Library Station.

Programs-Services-Technology Committee: Norgard reported for the Programs-Services-Technology Committee. The committee met on August 12, 2015 and heard from IT Manager David Patillo about the initiative for Wi-Fi hotspots for public checkout. Patillo will also make his presentation later in the meeting.

Report of the Director:

- Beginning September 1, 2015, patrons will have access to online magazines through Zinio. The Collection Services Department will host drop-in training for staff on August 20 from 9-11:30 and at the Library Station from 1-2. Cooper invited board members to attend if they are interested.
- Beginning in the fall, the Greene County Health Department will provide free blood pressure screenings at the Library Station, Midtown Carnegie Branch Library, and Park Central Branch Library. The Health Department has been offering this service at some outdoor neighborhood spots but needs to move inside during the cold months.
- The first growing season for the Heirloom Seed Library had 2,020 seed packets checked out. A seed saving class will be held in August with a session at each of the seed library locations. The next step will be an evaluation of the program, accepting saved seeds, and making plans for next year's Heirloom Seed Library.

- The first Between Friends Gift Shops sidewalk sale on July 23 took in sales of \$3,704.06 and an additional \$1,061.68 sold that day in the Library Center shop. It may become an annual event.
- The E-rate Category 2 funding totaling \$216,028.50 that the Library was recently awarded will be used to upgrade network infrastructure including firewalls, switches and Wi-Fi access points.
- Staff will be working with the City of Springfield on its Action Plan to address the issues recently raised in the Community Listen, a series of neighborhood meetings at Springfield schools.
- The Smithsonian National Museum of African American History and Culture has requested permission to use a photograph from the Library's Frisco digitization project in its permanent gallery, "Defending Freedom, Defining Freedom: The Era of Segregation, 1876-1968." The photograph will be reproduced to approximately 16 inches by 20 inches. The museum will open to the public in the fall of 2016.
- Staff member Stephanie Ruhe will serve a three-year term as a functional expert for the Innovative Inn-Reach Users' Group.
- The Library is making progress on the goal to increase self-check usage to 70 percent. The Republic Branch's self-check circulation went from 8 percent to 29.69 percent after the area was rearranged and additional self-check machine was installed. Grant-funded self-check machines are expected to be installed at the Midtown Carnegie Branch around the first of September.

Foundation Update: Richardson reported that the Brentwood capital campaign has received a challenge pledge from the Friends of the Library, pledging to match every dollar raised during the public phase of the campaign, up to \$200,000. The public phase kickoff event will be on September 20, 2015 from 2 to 4 p.m. and will include music, entertainment, free food, booths and activities for children. Announcements of pledges received will occur at 3:00 p.m. Richardson suggested that the board may want to consider changing the donation amount for naming rights to possibly \$1 million, if the situation arises. A major donor will be asked for additional money next week, and could reach the \$1 million level. The Buildings and Grounds department is working on a display that will show the level of donations. The Friends have agreed to transfer their naming rights to the new Brentwood community room. There will be a fund raising event at 11:30 a.m. to 1:30 p.m. on Sunday, November 8 at the Aviary to benefit the Library Foundations' unrestricted funds. The price will be \$50 and include a brunch, cooking and crafts demonstrations, and a silent auction.

Board Education: IT Manager David Patillo presented information on a proposed initiative to provide Wi-Fi hotspots for check-out. The goal is to meet the needs of the community who are not connected to the internet, bridging the digital divide. The loan period is tentatively planned for 30 days, and if not returned, the patron would be billed and the device deactivated. Settings could not be changed, and there would be filtering to meet CIPA (Children's Internet Protection Act) requirements. Data use would be unlimited. The IT department is testing signal strength on the devices, and will test the process on 20 select patrons before going live in approximately sixty days (around mid-October). The Springfield-Greene County Library would be the only one to accomplish the initiative with its own operating budget rather than grant funds.

Approval of Tax Rate: Jeffries moved to set the tax rate at the highest allowable rate of 0.2443; Simpson seconded. Ehase yea, Garvin yea, Jeffries yea, McKinney yea, Moulder yea, Norgard yea, Risdal-Barnes yea, Simpson yea. Motion carried.

Adjournment to Closed Session: Norgard moved to go into closed session; Garvin seconded. Ehase yea, Garvin yea, Jeffries yea, McKinney yea, Moulder yea, Norgard yea, Risdal-Barnes yea, Simpson yea. Motion carried. The board sent into closed session at 4:33 p.m.

Board of Trustees

Director of Business Operations