



**Springfield-Greene County Library Board of Trustees**  
**December 18, 2007**  
**Minutes**

The Springfield-Greene County Library Board of Trustees met on Tuesday, December 18, 2007, at the Library Station with President Stephanie Stenger-Montgomery presiding.

Members present: Leslie Carrier, Bruce Chrisope, Martha Crise, Cherri Jones, Morey Mechlin, Stephanie Stenger-Montgomery, Rodney Nichols

Members absent: Gary Funk, Neil Guion

Vice President Cherri Jones presided until President Stephanie Stenger-Montgomery arrived at the meeting.

Disposition of Minutes: Mechlin moved to approve the November 20, 2007, and December 5, 2007, minutes. Crise seconded. Carrier yea, Chrisope yea, Crise yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

Finance and Personnel Committee: Through November, the Library was 6.2% under budget. Income included the Friends of the Library annual disbursement from the Fall Book Sale.

Expenses included three pay periods from Account 5111 Salaries, Opinion Research Specialists, LLC, survey expenses and Phase I interior design for the Park Central Branch from Account 5319 Professional Services, roof repairs at the Midtown Carnegie Branch from Account 5371 and a deposit for the Library Leadership Academy from Account 5397 Training.

Café 641 was closed two days for Staff Development Day and Thanksgiving. The gross profit margin for Café 641 was 53.6% with total income of \$13,365.68 and expenses of \$16,169.77. The café net loss was \$2,803.79.

Executive Director Annie Busch and President Stephanie Stenger-Montgomery interviewed the Mudhouse Coffee and Tea Company as a possible independent contractor for café services at the Library Center. The Finance and Personnel Committee reviewed the auditor's recommendations and the Library's response to their recommendations. Instead of reconciling computer purchases annually, Computer Services will match items in their asset inventory software with the general ledger computer account on a monthly basis to make sure all assets purchased are accounted for and properly recorded. Shipping charges will be included as part of the asset cost. Business Office staff was not signing the purchasing card transaction log after matching the credit card statement and receipts to the log. Staff has begun signing the transaction log after verifying the entries. The Library will bid services to outsource a physical inventory of fixed assets and will consider including that amount in the 2008-2009 budget.

Nichols moved to accept the financial report. Carrier seconded. Carrier yea, Chrisope yea, Crise yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

*Stephanie Stenger-Montgomery arrived at the meeting.*

Buildings and Grounds Committee: Architect Jim Stufflebeam of Sapp Design Associates presented an evaluation of several proposed sites for new branch facilities in Republic, Willard and Fair Grove. In Republic, Stufflebeam sketched several sites on a five-acre plot in the Highland Park Town Center that would be adequate for the branch facility. Stufflebeam urged Trustees to consider the placement in relationship to the rest of the development. The Ozarks Greenways property on approximately 1.3 acres would be workable for an 8,000-square-foot branch in Willard. There would not be space for expansion, and Stufflebeam suggested conducting a Level 1 Environmental Survey because the property was formerly an industrial site. The development costs on a wooded, steeply sloped, three-quarter acre triangular plot at the corner of Highway 125 and South Orchard Boulevard could exceed the amount to build a new Fair Grove Branch. The site adjacent to the Fair Grove City Hall south of the current location owned by the Water Commission would be a much more buildable site. The Board also discussed possible sites for a new Brentwood Branch, both on East Sunshine Street.

Busch met with Republic's City Administrator Jim Krischke and Economic Development Director Gail Noggle to discuss the future plans for the City of Republic and the Library. Strafford City Administrator Tom Vicat attended the Board meeting and said Strafford residents are eager for the new library branch. Busch met with the architect renovating the Strafford building to select paint colors and carpeting for the facility.

Programs, Services and Technology Committee: Circulation increased 7.4% with 284,786 materials circulating systemwide. Total branch traffic increased .5% with 126,648 patron visits. Systemwide, 1,593 groups used the meeting rooms with an attendance of 10,917. There were 664,364 searches from the Library's electronic products. The web server recorded a total of 789,451 page views by 90,198 visitors during November.

Report of the Director: Former Board member Cliff Groover died on Sunday, December 18. Groover served on the Board from 2002 to 2004.

Associate Director of Public Services Jim Schmidt reported the Library entered into a contract with the Central Street Recycling Coalition (CSRC) to promote recycling with a centralized location. Agencies participating in the Coalition include Drury University, Ozarks Technical Community College, Springfield R-12 School District, Greene County, the City of Springfield and the Board of Public Utilities. As a member, the Library has use of the recycle bins located on property owned by Drury University. The fee for fiscal year 2007-2008 is \$1,033. Future fees will be prorated by agency use.

Bids for furnishings for the Park Central Branch are due and will be opened at the bid opening at the Library Center at 4 p.m. on Wednesday, December 19.

The annual Missouri Library Association's Library Day will be in Jefferson City on February 12. The Public Library Association conference will be held in Minneapolis, Minnesota, on March 25-29. Any Board member wanting to attend either of these events should contact the Business Office.

New Business: Trustee Cherri Jones is chair of the search committee researching search firms, compiling a list of competencies needed for the job and working toward ways to insure staff input in the process for selecting a Library Director when Busch retires in January 2009. Committee members include Jones, Stephanie Stenger-Montgomery, Gary Funk and Leslie Carrier.

Schmidt reviewed the proposed Television Policy. Flat-screen televisions are installed in the young adult departments at the Republic and Midtown Carnegie Branches and Library Station and soon at the Library Center. Televisions will display programming to promote and provide information concerning Library events, community public service announcements produced by or for collaborative partners and commercial programming. The Library will air a pre-determined program schedule, which can be modified at the discretion of the branch manager. The daily program schedule will allow for equal proportions of news, local programming and entertainment.

Mechlin moved to adopt the Television Policy as presented. Carrier seconded. Carrier yea, Chrisope yea, Crise yea, Jones yea, Mechlin yea, Montgomery yea, Nichols yea. Motion carried.

Mechlin moved to appoint Julie Moseley to a three-year term on the Library Foundation Board of Directors with her term expiring in 2010. Jones seconded. Carrier yea, Chrisope yea, Crise yea, Jones yea, Mechlin yea, Montgomery yea, Nichols yea. Motion carried.

The Board reviewed questions for the telephone survey which will be conducted by Opinion Research Specialists, LLC, on January 5-8 asking voters if they would favor or oppose an increase in the property tax to fund six library projects. It was the consensus of the Board to change the wording on Question 5 to "Relocate and build a larger facility in Republic to provide more books, seating, computers and meeting rooms. Plans are to locate the facility at the corner of Highway 174 and Lindsey in the Highland Park Town Center."

It was the consensus of the Board to combine committee meetings and meet at noon on the Friday prior to the Board meeting until the election in April.

Mechlin moved to adjourn the meeting to closed session to discuss a real estate proposal. Crise seconded. A roll call vote was taken. Carrier yea, Chrisope yea, Crise yea, Jones yea, Mechlin yea, Montgomery yea, Nichols yea. Motion carried.

The meeting adjourned to closed session at 5:10 p.m.

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Board of Trustees

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Debbie Eckert, Business Office Manager