



Springfield-Greene County Library Board of Trustees
February 21, 2006
Minutes

The Springfield-Greene County Library Board of Trustees met on Tuesday, February 21, 2006, at the Library Station.

Members present: Bruce Chrisope, Krystal Compas, Neil Guion, Cherri Jones, Morey Mechlin, Rodney Nichols

Members absent: Gary Funk, Stephanie Stenger-Montgomery, Jean Woody

Library Station Manager Polly Dross gave a brief overview of the Library Station. Since the Library Station opened 2 ½ years ago, more than 1 million patrons have visited the branch and more than 16,000 new library cards have been issued. The branch houses the Lena Wills Book Collection, law resources collection and the largest auto repair manual collection in the state. Branch staff partner with Watkins Elementary School to read to students during their lunch time.

Board President Krystal Compas thanked the staff for their customer service efforts during the Library's recent "flashing" and indecent exposure incidents.

Disposition of Minutes: Mechlin moved to approve the January 17, 2006, minutes. Chrisope seconded. Chrisope yea, Compas yea, Guion yea, Jones yea, Mechlin yea. Motion carried.

Chrisope moved to approve the January 17, 2006, closed session minutes after reflecting the unanimous vote to decline the lease proposal from the Strafford Board of Aldermen. Guion seconded. Chrisope yea, Compas yea, Guion yea, Jones yea, Mechlin yea. Motion carried.

Programs, Services and Technology Committee: Chair Cherri Jones reported the committee will meet at noon on Friday, February 24, at the Brentwood Branch.

Library card registrations increased 6.4% with a total of 1,701 new cardholders in January. Circulation increased 4.7% with 281,129 materials circulating systemwide. Systemwide, 173 groups used the meeting rooms with an attendance of 5,635 and 212 programs were held with an attendance of 5,511. There were 315,600 searches from the Library's electronic products. The web server recorded a total of 479,767 page views by 68,468 visitors during January.

Rodney Nichols arrived at the meeting.

Buildings and Grounds Committee: The committee toured the Strafford area to view possible branch sites recommended by private building owners.

Finance and Personnel Committee: Through January, the Library was 2.1% under budget. Income included a payment from Between Friends for gift shop proceeds as well as six months' payroll reimbursement. Grant income included reimbursements from the Library Services and Technology Act (LSTA) After School Connection Grant, the Early Learning Opportunities Act Stories-to-Go grant and the Community Foundation of the Ozarks for the production of the Nonprofit Prophet web site and the Funding Information Center.

Expenses included payment of the loan from the line-of-credit with Signature Bank. The annual trustee administration fee for the bond accounts was paid from Account 5355. Account 5371 Building Repairs included the electrical project at the Brentwood Branch, Account 5373 Office Equipment Repairs included annual maintenance for the Innovative Interfaces system and Account 5397 Training included payment for phase one of the Leadership Development program.

Chrisope moved to accept the financial report as presented. Jones seconded. Chrisope yea, Compas yea, Guion yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

Chair Bruce Chrisope reported that the Finance and Personnel Committee reviewed the proposed budget modifications. Revisions included increased revenue from Friends of the Library grants and federal/private grants received since the budget was approved. Revisions to the expense accounts included fee increases for MOREnet and MOBIUS services, additional tax collection fees, legal fees, staff automobile mileage and funds transfer from the travel to training budget to reflect costs of tuition reimbursements and the Leadership Academy. Capital expenditures reflected furniture and equipment costs for a proposed Strafford Branch, service desks at the Brentwood Branch, computer and security updates. Additional adjustments may need to be made for security cameras for the Children's Departments after security is evaluated and bids are received. A correction was made to the debt service category to include adding line-of-credit interest expense omitted from the summary, changing the total debt service to \$1,539,685.

The Finance and Personnel Committee recommended approving the modified budget for 2005-2006. Nichols seconded. Chrisope yea, Compas yea, Guion yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

Report of the Director: Board President Krystal Compas, Executive Director Annie Busch and Community Relations Director Jeanne Duffey attended Library Advocacy Day in Jefferson City sponsored by the Missouri Library Association. The primary issue discussed was maintaining MOREnet funding.

February marked the beginning of the Library Leadership Academy led by Cal LeMon. Seven mentors and seven protégés met together for an orientation session which will be followed by bi-weekly meetings between the team pairs. This program is a trial training method, and the sessions will end in October.

Through the cooperative efforts of MOREnet, Springfield-Greene County Library District, Ozarks Technical College, Springfield-Greene County Parks Department and Missouri State University, Riverbluff Cave is wired for teleconferencing capabilities. A press conference was held at the Library Center auditorium to demonstrate these teleconferencing capabilities. Riverbluff Cave is the second cave in the world to be wired for virtual tours.

Two branches have had problems with "flashing" and indecent exposure incidents. A consultant was hired to evaluate the placement of cameras and bring recommendations for hardware upgrades to our current security systems.

Board Education: District Reference Manager Donna Bacon gave an update on the current status of the proposed changes to the Patriot Act, the law that went into effect right after 9/11. The controversial law lowers the legal standards on probable cause and search warrants.

New Business: The Accounts Payable Check Signing Policy was reviewed. Item 2 was changed to read “Any check exceeding \$5,000 will require two signatures.”

The Fraud Policy was reviewed with the following changes. Paragraph 4 was changed to read “Any fraud that is detected or suspected must be reported immediately to the employee’s departmental manager and if that person is suspected of fraud, the report should go to the manager’s supervisor or the Human Resources Manager.” The word “necessity” in the last sentence of paragraph 4 was changed to “need”. The second sentence under Confidentiality should include notifying the Human Resources Manager as well as the departmental manager of suspected fraudulent activity.

Chrisope moved to accept the Accounts Payable Check Signing Policy and the Fraud Policy with the wording modifications. Jones seconded. Chrisope yea, Compas yea, Guion yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

Jones moved to approve renewing the Republic Branch lease for one three-year period with two two-year options to extend the lease commencing on May 1, 2006, at a rental amount of \$5,090 per month. The rent increased based on the cumulative increase in the cost of living for five years. Chrisope seconded. Chrisope yea, Compas yea, Guion yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

Chrisope moved to give Executive Director Annie Busch authority to sign a proposal from City Utilities to add a “bus turnout” to its Library Station stop, which will include a bus shelter and handicapped access, after receiving the final drawings and agreement. Mechlin seconded. Chrisope yea, Compas yea, Guion yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

The Library Board is required to have ten meetings per year. Jones moved to cancel the March 21, 2006, Board meeting because of scheduling conflicts with several members. Nichols seconded. Chrisope yea, Compas yea, Guion yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

Miscellaneous Business: Chrisope moved the Board adjourn to closed session to discuss a real estate issue. Jones seconded. A roll call vote was taken. Chrisope yea, Compas yea, Guion yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

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

Board of Trustees

Debbie Eckert, Business Office Manager