



**Springfield-Greene County Library Board of Trustees
January 18, 2005
Minutes**

The Springfield-Greene County Library Board of Trustees met on Tuesday, January 18, 2005, at the Midtown Carnegie Branch Library.

Members present: Bruce Chrisope, Gary Funk, Cherri Jones, Bill Mauck, Morey Mechlin, Stephanie Stenger-Montgomery, Rodney Nichols

Member absent: Krystal Compas, Jean Woody

Midtown Carnegie Branch Manager Martha Love gave a brief overview of the Midtown Carnegie Branch Library. The Midtown Carnegie Branch adopted Study Middle School and is tutoring students at the school library. The branch is planning an after-hours program for the students. The Midtown Carnegie Branch serves a wide variety of clientele, some of which include government staff, public school students and staff, Drury University, Ozarks Technical College, midtown neighborhoods as well as transient patrons.

Disposition of Minutes: Jones moved to approve the December 21, 2004, minutes. Mauck seconded. Chrisope yea, Funk yea, Jones yea, Mauck yea, Mechlin yea. Motion carried.

Rodney Nichols arrived at the meeting.

Finance and Personnel Committee: Chair Bruce Chrisope reminded the Board that evaluation forms for the Executive Director are due the end of the month.

It was the consensus of the committee to prepare a Request For Proposal to send to various vendors asking them to submit ideas on providing food service at the Library Center. As part of the review, the Board will also look at a proposal to bring food service operations in-house.

Mid-year budget revisions will be reviewed at the next committee meeting and will be presented at the February board meeting. The next meeting will be held at the Library Center at noon on February 14.

Through December, the Library was 3.3% under budget. Income included the final payment from the LSTA Libris Design Grant, reimbursement from consortium members for the new Innovative server and a quarterly disbursement from the Buhman Trust. When the Library received income from the Friends of the Library for their annual sale receipts, the check included a donation to the Library Foundation. A check was written to the Library Foundation for this donation.

Expenses included contracted labor for the annual audit and GASB implementation, contracted labor for the Frisco Digitization Grant and property tax on leased café space from Accounts 5319. Account 5371 Building Repair included sewer repairs at the Library Station. The Library was able to pay The Signature Bank part of the money borrowed from the line-of-credit, with a current balance owed of \$865,000. Since September the interest expense from the funds borrowed from the line-of-credit is \$3,509.

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

Stephanie Stenger-Montgomery arrived at the meeting.

Buildings and Grounds Committee: Chair Gary Funk reported that the committee had preliminary discussions on options for a downtown library site and a collaboration of some type with the History Museum of Springfield-Greene County at the Midtown Carnegie Branch.

Executive Director Annie Busch said she had received a letter from the Mayor of Strafford confirming the town's interest in continuing discussions on an arrangement for space for a library in a new City Hall building. The letter did not address rental arrangements. The committee will also look at other possibilities and options for library services in Strafford.

Programs, Services and Technology Committee: Chair Cherri Jones reported that the committee discussed Library Center café services and food service programs the Library could offer.

The committee reviewed reasons for considering a change in the evening hours at the Midtown Carnegie Branch. Several options were considered based on the low attendance in the building during the evening, staffing costs and security issues.

Library card registrations decreased 4.2% with a total of 1,117 new cardholders in December. Circulation increased 10.2% with 227,804 materials circulating systemwide. Systemwide, 1,202 groups used the meeting rooms with an attendance of 7,496 and 115 programs were held with an attendance of 2,495. Book stock volumes withdrawn included fire damaged and juvenile volumes weeded in addition to the regular withdrawals. The web server had a total of 8,558,940 hits during the month of December, and there were 181,915 searches from the Library's electronic products.

Report of the Director: A nonprofit fundraisers' calendar was recently added to the Library's web site to help avoid event conflicts among those institutions that raise funds from the public.

The newest edition of the *Directory* arrived from the printers, but because of an error from the printer, will have to be reprinted. The *Directory* will also be available to purchase in a CD format and on the Library's web page and will be searchable by key word.

Busch and Facilities Manager Allen Woody met with the CFO and local manager for Panera Bread and discussed the sewer repair invoices. Panera Bread will pay \$7,500 toward sewer repairs at the Library Station.

The Missouri Library Association's Library Advocacy Day will be held in Jefferson City on February 1, 2005.

Board Education: Planning and Development Coordinator Carol Grimes reported on the Library's digitized collections of historical materials. The Library began digitizing materials in 1997, and most of the digitization projects were underwritten by federal grants through the Missouri State Library. Some of the projects include the O'Reilly Hospital and Bert Buhrman Sheet Music collections, Historic Postcards, *Ozarks Watch* and other regional periodicals and the Turnbo Manuscripts, stories written by Silas C. Turnbo as he roamed the White River Valley in the 1800s. The current project is the Frisco digitization, a collection of railroad photographs, records and memorabilia lent to the Library by owner Louis Griesemer. The Frisco project, scheduled to be completed by the end of March, is the most extensive and complex so far. It contains thousands of photographic images of rolling stock and depots, postcards, employee magazines and more than 25,000 Frisco employee sign-up cards.

The meeting adjourned at 5 p.m.