



**Springfield-Greene County Library Board of Trustees
January 17, 2006
Minutes**

The Springfield-Greene County Library Board of Trustees met on Tuesday, January 17, 2006, at the Midtown Carnegie Branch.

Members present: Bruce Chrisope, Krystal Compas, Gary Funk, Neil Guion, Cherri Jones, Morey Mechlin, Stephanie Stenger-Montgomery, Rodney Nichols, Jean Woody

Disposition of Minutes: Chrisope moved to approve the December 20, 2005, minutes. Mechlin seconded. Chrisope yea, Compas yea, Guion yea, Jones yea, Mechlin yea, Montgomery yea, Woody yea. Motion carried.

Rodney Nichols arrived at the meeting.

Finance and Personnel Committee: Chair Bruce Chrisope reported the committee reviewed internal controls and the auditor's recommendation requiring two signatures on Library checks that exceed a minimum set amount. A fraud policy was also reviewed which will outline procedures for staff to follow if fraudulent activity is suspected in the organization. Both policies will be presented for approval at the February Board meeting.

Gary Funk arrived at the meeting.

A proposed Dress Code Policy was reviewed. All employees, no matter what their position, represent the Library to the public. The purpose of the policy is to give staff a professional, credible appearance and make them easily identifiable as Library staff. On a trial basis this year, ties for men and hosiery for women will be optional from June 1 to August 31. It was the consensus of the Board to approve the Dress Code Policy on a trial basis and review the policy in the fall.

Through December, the Library was 3.4% under budget. Income included book sale proceeds from the Friends of the Library. Grant income included reimbursements from the Library Services and Technology Act (LSTA) Computer Hardware Replacement grant and the Early Learning Opportunities Act Stories-to-Go grant. Miscellaneous income included E-Rate reimbursement for City Utilities phone service from the prior budget year.

Expenses included three pay periods in December from Account 5111 Salaries. Account 6416 Computer Software included domain registration and the Kronos timekeeper upgrade. After receiving December tax collections, a portion of the loan was repaid from the line-of-credit with Signature Bank. Currently, the balance owed on the line-of-credit is \$860,000. This should be repaid after receipt of January tax collections.

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

Buildings and Grounds Committee: Copies of the final report for the semester-long visioning process from the students at Drury University's Hammons School of Architecture were available for review. The information, which explored the possibility of a downtown branch library, will be valuable to Building and Grounds Committee members as they discuss future library facilities.

Programs, Services and Technology Committee: The Committee is reviewing the final draft of the Strategic Plan. The Committee will review the types of information collected on the statistical report and discuss other types of statistics the Board would like included in the monthly statistical packet.

Library card registrations increased 15.6% with a total of 1,291 new cardholders in December. Circulation increased 1% with 230,109 materials circulating systemwide. Systemwide, 121 groups used the meeting rooms with an attendance of 1,379 and 114 programs were held with an attendance of 2,435. There were 20,553 searches from the Library's electronic products. The web server recorded a total of 424,939 page views by 54,239 visitors during December.

Report of the Director: On Thursday, January 19, 2006, from 6:30-8 p.m., the second in a series of trustee training opportunities from the Missouri State Library will be presented in the auditorium at the Library Center. The videoconference session is titled "Care & Feeding of the Director".

The Missouri Library Association's Library Advocacy Day will be held in Jefferson City on February 7, 2006. Board members were asked to contact the Business Office if they can attend. The registration deadline is January 27.

Executive Director Annie Busch will testify in front of the Senate Appropriations Committee at the State Capital Building on January 19 to urge legislators to support the Governor's 2007 recommendation of level funding for MOREnet..

New Café 641 Manager Rose Habermehl began work a couple of weeks ago and has already made positive changes in the café. Habermehl has 30 years of experience in the food service business and plans to expand café services to cater groups using the meeting rooms.

Board Education: Computer Services Manager David Patillo and Library Station Young Adult Librarian David Freeman highlighted the information from the "Gaming in Libraries" conference they attended in Chicago. Videogames has emerged as the fourth most dominant media displacing print media and is an \$11 billion business. Runescape is the most popular Massive Multiplayer Online Game (MMOG) at the Library with both adults and teens. The Library Station and the Republic and Brentwood Branches have kiosks for X-Box and Play Station 2 games. The Willard Branch will add a gaming kiosk soon.

Miscellaneous Business: Mechlin 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, Funk yea, Guion yea, Jones yea, Mechlin yea, Montgomery yea, Nichols yea, Woody yea. Motion carried.

The meeting adjourned to closed session at 4:55 p.m.

Board of Trustees

Debbie Eckert, Business Office Manager