



Springfield-Greene County Library Board of Trustees
January 20, 2009
Minutes

The Springfield-Greene County Library Board of Trustees met on Tuesday, January 20, 2009, at the Library Center with Cherri Jones presiding.

Members present: Leslie Carrier, Bruce Chrisope, Martha Crise, Cheryl Griffeth, Neil Guion, Vickie Hicks, Cherri Jones, Morey Mechlin, Rodney Nichols

Disposition of Minutes: Crise moved to approve the December 16, 2008, minutes. Hicks seconded. Carrier yea, Chrisope yea, Crise yea, Griffeth yea, Guion yea, Hicks yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

Finance and Personnel Committee: Through December, the Library was 6.8% under budget. Income included a payment from Between Friends for gift shop proceeds as well as six months' payroll reimbursement. Trust income included the quarterly distribution from the Buhrman Trust as well as disbursements from the Stephens Trust and Steury Endowment. The Library received more than \$6.3 million in tax disbursements on January 15 and did not have to draw from the line-of-credit established at BancorpSouth. A second disbursement should be issued on January 30.

Expenses included lounge chairs for the Library Station and Strafford Branches as well as a deposit on fabric for the Library Center Teen Center remodeling project. Account 5371 Building Repairs included the balance due on the carpeting at the Midtown Carnegie Branch, and Account 5397 Training included Staff Development Day expenses.

Chrisope moved to accept the December 2008 financial report. Carrier seconded. Carrier yea, Chrisope yea, Crise yea, Griffeth yea, Guion yea, Hicks yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

Buildings and Grounds Committee: The new reconfiguration of the pick-up area for Central High School students on Jefferson Avenue has impacted the operations of the Midtown Carnegie Branch Library. The branch placed barricades at one of the entrances into the parking lot to help with traffic flow. Executive Director Regina Cooper and Associate Director of Public Services Jim Schmidt are scheduled to meet with Assistant Director of Public Works-Traffic Engineer Earl Newman to discuss the implications of changing the student drop-off and pick-up procedures.

The concrete has been poured and the steel is up on the new Willard Branch facility. Cooper, Schmidt and Facilities Manager Allen Woody selected brick for the project.

A temporary permit was issued for the grading work on the new Republic Branch. Contractor Don LaRue is addressing concerns with the City of Republic before final permits are issued. Cooper and Schmidt are scheduled to meet with staff from the Economic Development and Planning Departments at the City of Republic about the project. The project is not expected to be finished before the contract at the current location expires. Schmidt will communicate with the current landlord, Tim Wilson, about extending the lease.

The committee reviewed a proposal to relocate the Fair Grove Branch Library to the second floor of the Odd Fellows Hall. Because of structural issues and space requirements, the committee did not recommend pursuing the proposal and will continue to review new locations for the branch. The lease expires in December 2009.

Programs, Services and Technology Committee: Carrier reported the committee reviewed the mission of the committee and set goals for 2009. The committee will review the long-range plan to determine what has been accomplished and what is left to do.

Even with the Midtown Carnegie Branch closed two weeks for carpet installation, circulation in December increased 10.4% with 292,931 materials circulating systemwide. Total branch traffic increased 14.7% with 127,919 patron visits. Systemwide, 1,434 groups used the meeting rooms with an attendance of 8,236. There were 392,833 searches from the Library's electronic products. The web server recorded a total of 745,697 page views by 78,236 visitors during December.

In accordance with collection management policy, records for 9,400 items were removed from the catalog during routine maintenance in December 2008. These items were checked out and not returned for more than one year, and each individual patron record totaled less than \$500 in fines and fees.

Report of the Director: Cooper began visiting public service departments at the Library Center and plans to start visiting the branches in February. During her first week, she attended the Community Leadership Forum and Urban District Alliance meetings. Cooper and Business Office Manager Debbie Eckert attended an all-day seminar, "What You Need to Know About Public Records and Open Meetings in Missouri." The Library is on the right track in complying with the Sunshine Law. Cooper will attend the midwinter meeting of the American Library Association in Denver on January 23-27. Cooper is a member of the Charlie Robinson Award Jury that will meet during the conference, and she also will visit vendors at the Radio Frequency Identification (RFID) and Innovative Interfaces booths.

Carpet is installed at the Midtown Carnegie Branch Library, and staff rearranged and redecorated to give the branch a new look.

The Library will continue to partially fund the salary of the police officer who patrols Park Central Square. Incidents at the downtown branch have decreased by 50 percent during the past three months compared to the previous three months.

The Bookmobile transmission must be replaced, and a new one was located at half of the anticipated cost.

Cooper will be interviewed by *News-Leader* reporter Linda Leicht, and the profile will be in the Sunday, February 1, newspaper.

As staff vacancies occur, those positions will be evaluated before posting the job openings. Cooper, Schmidt, Human Resources Manager Lori Strawhun and Branch Manager Lorraine Sandstrom will review the District Reference Manager posting, and during the interim Schmidt will add the duties of District reference manager to his duties. A new position that includes the responsibilities of system administrator, online databases and possible other duties will be created. The goal is to post the position in May and have the position filled by the beginning of the new fiscal year.

A representative from Metro Credit Union met with Cooper and Strawhun and presented information about what the company can offer staff.

The Library was awarded \$15,000 through a Library Services and Technology Act grant to continue the Summer Reading to Go program. Empire Bank pledged \$4,000 for the new Republic Branch.

The Between Friends audit clarified that the gift shop should be reporting its income under the umbrella of the Library rather than the Friends of the Library.

Cooper will attend the Springfield Chamber of Commerce Annual Meeting as well as travel to Jefferson City for the Springfield Salute to Missouri Legislators and the Missouri Library Association Advocacy Day.

New Business: Cooper received a letter from Steve Edgar forwarded to her through the Greene County Commission expressing his concerns about patron conduct in the libraries. Currently, the Library has a patron conduct policy that addresses disruptive behavior, eating and drinking in designated areas and cell phone-free areas within the branch facilities. The Board will send a letter to Edgar and copy the County Commission about his concerns and advise him of the designated quiet zones at the branches.

Hicks moved to appoint the following individuals to the Library Foundation Board of Directors: Janell Royal, assistant superintendent, Willard R-11 School District; Lucille Cogdill, retired former principal, Strafford School District; Stephanie Stenger-Montgomery, CEO, Springfield Land, L.P. and former president of the Board of Trustees; Claudia Saul, retired former teacher, Springfield Catholic Schools. Nichols seconded. Carrier yea, Chrisope yea, Crise yea, Griffeth yea, Guion yea, Hicks yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

The Library Foundation Board of Directors recommended the Library Board of Trustees consider reclassifying the Foundation Director's position from parttime to fulltime. The Finance and Personnel Committee will invite the Library Foundation Finance Committee to a joint meeting to review this recommendation.

The Administrative Staff will receive Board packets prior to the meetings except for closed session items.

District Reference Manager Donna Bacon was presented with an album of photographs with memories of her 25 years of service with the Library District.

Carrier moved to adjourn the meeting. Griffith seconded. Carrier yea, Chrisope yea, Crise yea, Griffeth yea, Guion yea, Hicks yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

The meeting adjourned at 5:15 p.m.

Board of Trustees

Debbie Eckert, Business Office Manager