



**Springfield-Greene County Library Board of Trustees
January 17, 2017
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, January 17, 2017, at 4:00 p.m. at the Midtown Carnegie Branch Library, 317 E Central, Springfield, Missouri. Members of the Board of Trustees were present or absent as follows:

	<u>Present/Absent</u>
Andrea McKinney, President and Member:	Present
Michele Risdal-Barnes, Vice President and Member:	Present
Bill Garvin, Secretary and Member:	Present
Matthew Simpson, Treasurer and Member:	Present
Steven Ehase, Member:	Present
Derek Fraley, Member:	Present
James Jeffries, Member:	Absent
Catherine Moore, Member:	Present
Ashley Norgard, Member:	Present

The President of the Board of Trustees declared that a quorum was present and called the meeting to order.

Disposition of Minutes: The minutes of the December 13, 2016, meeting were reviewed. Simpson moved to approve the minutes of the regular session board meeting of December 13, 2016; Ehase seconded. McKinney yea, Risdal-Barnes yea, Garvin yea, Simpson yea, Fraley yea, Moore yea, Ehase yea, Norgard yea. Motion carried.

Standing Committees:

Finance and Personnel Committee: Fraley reported for the Finance-Personnel Committee that met immediately preceding this board meeting.

Fraley reported that the Library received a tax payment during December of \$1.2 million dollars and the total for tax revenue this year is tracking well. We did not receive any consortium payments or gift shop revenue during December. Unfortunately, no additional state aid is expected to come in. On the expense side of the equation, we are tracking very well with 50% of the budget year elapsed. Salaries were a bit under expected expenditure levels due in part to the delay in filling many open Brentwood staff positions during the renovation period. Under the heading of charges and services, building repairs at the Library Station drove those costs up. We enjoyed positive operating revenue versus expenses for the month of December. Capital outlay saw a bit of activity this month through interest earned on escrow and some computer hardware expenses incurred. On the balance sheet side, we are spending substantial time determining if we are indeed measuring things correctly as well as reporting them correctly. This was the first time this year that a Cash Flow Report has been prepared for the board and it was well done. The only discrepancy was a difference of \$304.18 in the operating cash which turned out to be interest income reported late.

Buildings and Grounds Committee: Bill Garvin reported for the Buildings and Grounds Committee. Garvin reported that at this month's Buildings and Grounds committee meeting it was all about the final steps leading up to the grand reopening of the Schweitzer Brentwood Branch. During that meeting, Jim

Schmidt gave a detailed report with statistics on the building and a report of the first day. During grand opening Saturday, a total of 3,500 items were checked out. Some folks were there to celebrate and others came to do business. The traffic count for the day was 1,998. A very impressive start! Sunday hours have generated a very promising response so far. The budget continues to stay on track with \$45,000 left in a contingency fund. There have been a total of thirty-five change orders. The punch lists were completed this morning. The largest item was replacement of flooring previously discussed. Garvin and other board members expressed heartfelt thanks and praise for a job well done by the staff who worked on this project.

Report of the Director:

- Cooper was very pleased with the turnout for the Schweitzer Brentwood Branch grand opening ceremony on Saturday, January 7. People were excited to be there, and every day since then, someone has stopped her with a compliment about the branch. This has been very important for us. Cooper plans to remind our legislators that we are good with our money, and we worked hard to build this building. The building was named for donor Jewel Schweitzer and marks a first “building naming” for the district. The event on Saturday was streamed live to the internet by Community Relations and can be viewed on the District’s Facebook channel. Brian Grubbs plans to archive it for all posterity in a digital format.
- The Library has been awarded a \$5,000 grant from the Dollar General Literacy Foundation. The grant will be used to enhance STEAM-based programs for children and families in the Library’s outreach sites.
- The annual Holiday Store sales total was \$10,750.58. Proceeds from the store will go toward Summer Reading Program expenses.
- Library Center Youth Services Associate Pamela Groseclose was a guest blogger for the Association of Library Services for Children in December. Her article titled was titled “Tweens — How Do You Support Them in Your Library?”
- Library Station Reference Manager Tysha Shay was featured in a two-page color spread in the Community Foundation of the Ozarks annual report for the “Stories for Life” project, which received a \$5,000 Senior Issues grant from CFO last year.
- Electronic Resources Librarian Renee Brumett has been elected vice-chair/chair-elect of the IUG, or Innovative User’s Group Steering Committee.
- The Edge is planning to offer computer classes at the Northpoint Church Dream Center in connection with the City of Springfield’s Zone 1 Blitz project. The Dream Center will have child care available so adults can take the classes. Training Coordinator Krissy Sinor will attend a community dinner on January 18 and will speak to the participants to determine what classes are needed.
- The “Spaces” online room reservation system will launch on February 1. Adult Program Coordinator Katie Hopkins has been working with the IT department to set this up and communicate to staff about how it will work. She also has been preparing patrons for this new self- service opportunity.
- Public libraries fall under the jurisdiction of the Secretary of State’s office in the State of Missouri. For the first time that any librarians can remember, newly elected Jay Ashcroft invited public library directors to his inauguration day reception at the Kirkpatrick State Information Center. Community Relations Director Kathleen O’Dell and Cooper attended the reception in Jefferson City along with other librarians and other members of the public.
- The Missouri Library Association is getting ready to host their annual Library Advocacy Day on Tuesday, February 7, 2017. Librarians are going to ask to speak with the governor, as librarians have never been granted an appointment. Cooper invited any interested board members to travel along to Jefferson City for the event.

Foundation Update:

Richardson reported that the Foundation continues to receive funds for Brentwood. The Foundation plans to keep their account open at the Community Foundation of the Ozarks as some outstanding pledges are expected to be paid through that fund. The next distribution will wipe it out. Dr. Richard Cravens passed away and memorials are coming in for Brentwood in his memory.

The Piper Kerman author event is coming up on April 22, 2017. This is an expensive event. The Foundation is trying to fund her visit through corporate and private sponsors. One of the sponsorship opportunities includes the opportunity to introduce Ms. Kerman on stage at the event for \$7,500. Tickets for the event will be \$30 for seating in the auditorium. Tickets for a 5:30 p.m. VIP reception are \$75 each and are included in sponsorship packages. Sponsors will receive an autographed copy of her book.

There will be a scotch/beer tasting on March 15 at the Brown Derby International Wine Center. It will be a festive Saint Patrick's Day themed event. Ticket information is coming soon.

Norgard expressed her desire to see all board members sponsor or help find sponsors for the Kerman event as a show of commitment to the ongoing success of the Library Foundation.

Adjournment to Closed Session: There being no further business, Moore moved to adjourn the regular session and go into closed session; Risdal-Barnes seconded. McKinney yea, Risdal-Barnes yea, Garvin yea, Simpson yea, Fraley yea, Moore yea, Ehase yea, Norgard yea. Motion carried.

The regular session was adjourned at 4:45p.m.

Board of Trustees

Business Office Manager