



**Springfield-Greene County Library Board of Trustees
July 19, 2005
Minutes**

The Springfield-Greene County Library Board of Trustees met on Tuesday, July 19, 2005, at the Ash Grove Branch Library.

Members present: Bruce Chrisope, Krystal Compas, Gary Funk, Cherri Jones, Morey Mechlin, Rodney Nichols

Member absent: Stephanie Stenger-Montgomery, Jean Woody

County Branch Coordinator Jim Schmidt gave a brief overview of the Ash Grove Branch. The branch, established in 1938, is the oldest Greene County branch and has five parttime staff. The branch owns 15,200 items and circulates 4,200 items annually. The most popular items are Christian fiction, DVDs and videos.

Disposition of Minutes: Funk moved to approve the June 21, 2005, minutes. Chrisope seconded. Chrisope yea, Compas yea, Funk yea, Jones yea, Mechlin yea. Motion carried.

Finance and Personnel Committee: Through June, the Library was 2% under budget. This report is a preliminary report, and a final year-end report will come after final invoices have been paid for the budget year. Income included annual invoice receipts from consortium members, a payment from Between Friends for gift shop proceeds as well as six months' payroll reimbursement and a quarterly distribution from the Buhrman Trust. Grant income included reimbursement from the Early Learning Opportunities Act Stories-to-Go grant for salaries and materials and from the Library Services and Technology Act (LSTA) for Frisco digitization and Gates training grants. The Library collected online \$1,493 in fines and out-of-county fees from 161 transactions in June.

Expenses included the installation of acoustical nylon banners at the Library Station from Account 5371 Building Repairs, generator repairs to the bookmobile from Account 5372 Vehicle Repairs and shelving for the Library Center and Midtown Carnegie Branch from Account 6411 Office Furniture and Equipment.

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

The committee began discussions on revising the Executive Director's evaluation form, changing the date to coincide with the fiscal year and aligning the evaluation to the Board goals.

Property tax collections for the 2004-2005 fiscal year were low in relation to new construction. Executive Director Annie Busch will contact the Greene County Collector's office for an explanation.

Rodney Nichols arrived at the meeting.

Buildings and Grounds Committee: Busch met with Republic Schools Superintendent Pam Hedgpeth, her bonding company's representative and an attorney with Lathrop & Gage to discuss funding options for a shared facility. There is a possibility for leasing options with the school district.

All of the invited participants have agreed to serve on the Center City Branch Advisory Committee. The orientation meeting will be held at noon on August 1 at the Midtown Carnegie Branch Library.

Programs, Services and Technology Committee: Library card registrations decreased 4.8% with a total of 2,035 new cardholders in June. Circulation increased 1.8% with 297,844 materials circulating systemwide. Systemwide, 1,304 groups used the meeting rooms with an attendance of 7,957 and 252 programs were held with an attendance of 9,300. There were 667,874 searches from the Library's electronic products. The web server recorded a total of 342,917 page views by 41,240 visitors during the month of June. There appears to be a discrepancy in the remote use of electronic products statistics when compared with last month. Reference staff is researching the statistics and an updated report will be sent.

Report of the Director: The Executive Director's 2004-2005 Annual Report reflected the accomplishments of the past year. Some of these accomplishments included developing a facilities plan to give guidance on the establishment of new facilities, studying potential new opportunities for sites, approving a visioning process for a center city branch, updating bylaws and working on a strategic plan.

Brentwood Branch Manager Marilyn Prosser reported that the Reservation Station—in which patrons pick up their own holds from specially designated shelves—has been successful with some patrons saying it should have been implemented sooner. At any given time, 1,200 to 1,400 items are on the shelves. The service has freed up space behind the circulation desk and made the work flow better.

Busch testified before the Missouri State Government Review Committee at its Springfield hearing. Busch explained the efficiencies and effectiveness of MOREnet and MOBIUS with the hope that legislators will understand the impact of these crucial organizations to the state's educational and economic health.

An advisory group will be formed consisting of representatives from the Library Board and the Republic School Board to discuss financing and arrangements for a shared facility. It was suggested that one person from each Library Board committee be appointed to this special advisory group.

The Library received a Library Services and Technology Act (LSTA) grant from the Missouri State Library for \$8,370 to complete the employee information component of the Frisco Digitization project.

Busch talked with Mayor Tom Carlson about the status of the Library Board vacancy to fill Bill Mauck's expired term.

Board Education: Collection Management Coordinator Lisa Sampley gave an overview of the materials selection process and reported on the new downloadable audio book service that should be available by the end of the summer. Patrons will be able to download their choice of more than 600 audio book titles to a wide range of portable devices such as portable music players, portable media centers, pocket PCs and some smartphone devices. The audio books can also be downloaded or played on any desktop or laptop supporting Windows Media Player. As many as six audio books can be checked out at one time, and the three-week checkout and renewal periods are the same as books. At the end of the checkout period, the audio books disappear and cannot be accessed. NetLibrary and Recorded Books are the vendors supplying the service.

New Business: The nominating committee will recommend officers for 2005-2006 at the August Board meeting.

Nichols moved to lease the two north parking lots at the Midtown Carnegie Branch to the Springfield Public School System for nine months beginning August 22, 2005, to June 12, 2006, for \$20,000. Jones seconded. Chrisope yea, Compas yea, Funk yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

The meeting adjourned at 5:05 p.m.