



**Springfield-Greene County Library Board of Trustees
June 17, 2008
Minutes**

The Springfield-Greene County Library Board of Trustees met in on Tuesday, June 17, 2008, at the Midtown Carnegie Branch with Cherri Jones presiding.

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

Members absent: Bruce Chrisope, Gary Funk

Branch Manager Jim Miller gave a brief overview of the Midtown Carnegie Branch. The branch received a Community Partnership Summer Sizzler Grant focusing on programs for teens at the Spot. More than 30 teens are participating in the Summer Sizzler programs. Approximately 1,700 children and young adults have signed up for the summer reading program.

Disposition of Minutes: Hicks moved to approve the May 20, 2008, minutes. Mechlin seconded. Carrier yea, Crise yea, Hicks yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

Finance and Personnel Committee: Through May, the Library was 2.3% under budget. Income included Arts & Entertainers Tax revenue and third and fourth quarter State Aid disbursements in Account 4401 State Aid. Miscellaneous Income included annual contractual income from United Way 2-1-1 for expenses. The \$10,000 Friends of the Library loan for Café 641 start-up costs was reclassified to their grant fund. The Friends of the Library grant funds also included folding chairs to provide additional seating for public events, a storage building to house the chairs and the portable stage platforms and books for the summer reading program youth incentives.

Expenses included three pay periods in May from Account 5111 Salaries. Account 5342 Printing included summer reading program materials and the quarterly issue of *Bookends*. Account 5371 Building Repairs included roof inspections, Midtown Carnegie Branch window repairs and an insurance reimbursement for ice damage to the gutters. Expenses for the 2008 Leadership Academy were included in Account 5397 Training and Account 6411 Office Furniture and Equipment included leasehold improvements for the Park Central Branch.

The Finance and Personnel Committee recommended accepting the financial report. Carrier yea, Crise yea, Hicks yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

Carrier made the motion to recommend the Library become a member of the Urban Districts Alliance, include the \$3,500 annual dues in the 2008-2009 budget and evaluate the benefits received from the membership in one year. Mechlin seconded. Carrier yea, Crise yea, Hicks yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

Neil Guion arrived at the meeting.

Rodney Nichols reviewed the proposed budget for 2008-2009. Tax revenue is projected at a 5% increase for the next budget year. A 3% step increase for staff still on the salary track and a 3% cost-of-living adjustment for all employees are proposed for the personnel budget. The Library Collections budget is 20% of the operating budget as established by Board policy. Additions to the budget presented in May included a relocation package not to exceed \$20,000 for the new Executive Director and \$6,628 for telecommunications for wireless DSL to the branches.

The Finance and Personnel Committee recommended approving the proposed budget for the 2008-2009 fiscal year. Carrier yea, Crise yea, Guion yea, Hicks yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

Buildings and Grounds Committee: The lease for the Strafford Branch Library has been signed, and the branch is anticipated opening by mid-August.

The Willard Branch landlord should soon be getting bids back on the proposed new facility and will then be able to present a specific fee for the project.

Programs, Services and Technology Committee: Chair Morey Mechlin reported the committee discussed the elimination of fines for children and young adults as part of the summer reading program. Statistics from this incentive will be tracked and reviewed carefully.

Circulation in May increased 2.9% with 294,528 materials circulating systemwide. Total branch traffic increased 1.1% with 140,435 patron visits. Systemwide, 1,575 groups used the meeting rooms with an attendance of 10,275. There were 330,151 searches from the Library's electronic products. The web server recorded a total of 743,325 page views by 106,775 visitors during May.

Search Committee: Chair Cherri Jones reported a new web page was created by the community relations, computer services and human resources departments to aid in soliciting applications for the executive director position. Applicants are instructed to e-mail their resumes to search consultant John Keister. The committee will meet with Keister by the first of September with anticipation of a new director selected by the end of October.

Report of the Director: The Library received a six-month continuation to the Community and Conflict Civil War digitization grant. There is an option to extend the grant an additional six to twelve months.

The Library is a finalist for the Springfield Business Journal's Economic Impact Awards. The Board was asked contact the Business Office if they are able to attend the July 17 banquet at the Oasis Inn.

Accountant John Stratman resigned his position effective June 20.

Unfinished Business: The Board reviewed the status of priorities for 2007-2009.

1. Establish a timeline and choose a search firm to assist with the selection of a new executive director.
 - *Status: Search firm selected and proposed timeline set.*
2. Develop plans and estimate the costs of expanding outreach services to specific population groups (i.e., all child care facilities in Greene County or businesses).
 - *Status: Staff goal and should be removed from Board goal list.*
3. Analyze the cost benefits of new technology applications that offer the potential for improved service delivery.
 - *Status: Radio Frequency Identification (RFID) implementation has begun, and the goal will be removed from the Board goal list.*
4. Design a materials delivery system and implement a pilot project.
 - *Status: Staff goal and should be removed from Board goal list.*
5. Expand the fundraising role and mission of the Springfield-Greene County Library Foundation.
 - *Status: Library Foundation Director hired and strategic planning started. The goal will be removed from the Board goal list.*
6. Review fee structure for providing services to non-residents.
 - *Status: Christian County Library did not pursue a tax levy campaign. The goal will be removed from the Board goal list.*
7. Develop scenarios, timeline and public survey for a potential capital tax campaign.
 - *Status: The Board did not pursue a tax levy campaign.*

Additional goals for 2008-2009 will include:

- Complete the process for choosing a new executive director.
- Review all programs and services for issues and opportunities.
- Continue to pursue opportunities for improved locations at Strafford, Willard and Republic.

Jones will send a revised list of goals to the Board to review for approval at the July meeting.

New Business: Jones appointed Morey Mechlin, Leslie Carrier and Vickie Hicks to the nominating committee for officers for 2008-2009. They will make a recommendation at the July meeting.

Library Foundation Director Michelle Creed reviewed the Corporate Sponsorship Policy. The Board discussed issues such as approval of sponsorships and naming opportunities. Creed will revise the policy for approval at the July meeting.

The Board discussed ways to put cost-effective “green” policies in place at Library facilities, especially as new facilities are planned. This policy will be included as part of the 2008-2009 goals.

Currently, the Library participates in the Central Street Recycling Coalition and the Nestle Purina cardboard and paper recycling. Facilities Manager Allen Woody has upgraded light bulbs at the facilities, has scheduled an energy audit and is reviewing the possibility of solar panels for the Library Center roof.

Mechlin moved the Board adjourn to closed session to review a real estate proposal and a personnel issue. Guion seconded. A roll call vote was taken. Carrier yea, Crise yea, Guion yea, Hicks yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

The Board adjourned to closed session at 5 p.m.

Following the closed session, the Board returned to regular session at 5:50 p.m.

Carrier moved to approve the amended budget to reflect the revisions of the closed session. Guion seconded. Carrier yea, Crise yea, Guion yea, Hicks yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

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

The meeting adjourned at 5:55 p.m.

Board of Trustees

Debbie Eckert, Business Office Manager