



Springfield-Greene County Library Board of Trustees
June 16, 2009
Minutes

The Springfield-Greene County Library Board of Trustees met on Tuesday, June 16, 2009, at the Republic Branch with Vice President Neil Guion presiding.

Members present: Leslie Carrier, Cheryl Griffeth, Neil Guion, Vickie Hicks (by phone), Rodney Nichols

Members absent: Bruce Chrisope, Martha Crise, Cherri Jones, Morey Mechlin

To allow for a quorum, Vickie Hicks participated by phone. Thus, agenda items requiring a vote were moved to the beginning of the meeting.

Disposition of Minutes: Hicks moved to approve the May 19, 2009, minutes. Carrier seconded. Carrier yea, Griffeth yea, Guion yea, Hicks yea, Nichols yea. Motion carried.

New Business: Rod Nichols reviewed the proposed budget for 2009-2010. Tax income was budgeted at a flat rate with no projected increases. Expenses were trimmed to balance anticipated income. Nichols moved to approve the proposed budget for 2009-2010. Griffeth seconded. Carrier yea, Griffeth yea, Guion yea, Hicks yea, Nichols yea. Motion carried.

Carrier moved to change Staff Development Day from Veterans Day to Columbus Day with libraries being closed for staff training. Nichols seconded. Carrier yea, Griffeth yea, Guion yea, Hicks yea, Nichols yea. Motion carried.

Hicks moved to add Veterans Day as a paid holiday and close the libraries in honor of veterans. Carrier seconded. Carrier yea, Griffeth yea, Guion yea, Hicks yea, Nichols yea. Motion carried.

Nichols moved to approve the revised Executive Director's Evaluation Policy. Hicks seconded. Carrier yea, Griffeth yea, Guion yea, Hicks yea, Nichols yea. Motion carried. The formal evaluation was changed to coincide with the Director's employment anniversary date.

Carrier reported the Nominating Committee recommended the following officers for 2009-2010: President Neil Guion, Vice President Vickie Hicks, Secretary Leslie Carrier and Treasurer Rod Nichols. Griffeth seconded. Carrier yea, Griffeth yea, Guion yea, Hicks yea, Nichols yea. Motion carried.

Cheryl Griffeth was named liaison to the Library Foundation Board of Directors.

Vickie Hicks left the meeting.

Finance and Personnel Committee: Through May, the Library was 6.9% under budget. Year-to-date revenue totaled \$11,850,571 versus \$10,663,879 in total expenses. Income included the annual Arts and Entertainers Tax disbursements from the Missouri State Library. Grant income included proceeds from the Friends of the Library for furnishings for the new Willard Branch as well as disbursements for the Ready-to-Learn project and Library Services and Technology Act (LSTA) Digital Imaging and Summer Reading-to-Go grants.

Expenses included travel for staff to attend the Public Library Association and Innovative Interfaces, Inc., conferences from Account 5331 Travel. Account 5371 Building Repairs included carpeting for the Friends of the Library building, and Account 5374 Plant Equipment Repairs included a new compressor for the Library Center. Account 5397 Training included tuition for Executive Director Regina Cooper to attend Leadership Springfield and on-site consulting and training for Collection Services staff from Innovative Interfaces, Inc. Account 6411 Office Furniture and Equipment included furnishings and shelving for the new Willard Branch, and Account 6415 Computer Hardware included Radio Frequency Identification (RFID) equipment.

The Finance and Personnel Committee recommended accepting the financial report.

Buildings and Grounds Committee: Carrier reported Architect Jim Stufflebeam presented a site plan showing potential expansion options for the property adjacent to the Brentwood Branch. It was his opinion that if the Library plans to remain at that location for 10 to 15 years, purchasing the property would be a viable option. Stufflebeam agreed to arrange an appointment with staff in the City's Planning and Zoning Department, at no cost to the Library, to discuss the zoning and code issues. If the Board is interested in engaging Sapp Design Associates to conduct an evaluation of the existing building and parking situation, the firm will provide an estimated cost with a "not to exceed" clause. Since parking is one of the primary issues, staff may explore the possibility of leasing the east side of the Community Blood Center lot for staff parking.

The new Willard Branch was issued an occupancy permit. Grand opening events are scheduled for Saturday, July 18.

In preparation for the Sam's Club opening, the street on the access road to the Library Center has been striped and turn lane arrows painted.

The Springfield Public Schools administrative offices will move from the Kraft Building to their new facility in 2010. School administration requested a month-by-month lease so they can continue using the north parking lots at the Midtown Carnegie Branch until the offices move to their new location. The lease renewal included a two percent increase making the leased amount \$1,867 per month.

Contractor Don LaRue was in Madison, Wisconsin, and did not provide a written construction update on the new Republic Branch. LaRue estimated the Library may receive occupancy by August 10. The lease stated that construction and in-fill would be completed within 180 days of the effective date of the lease. Guion will draft an amendment to the lease agreement reflecting the new anticipated completion date and include a statement that the Library will not begin rent payments until the building is completed and the Library has possession with full occupancy.

Programs, Services and Technology Committee: Circulation in May increased 8% with 318,743 materials circulating systemwide. Total branch traffic increased 13% with 159,862 patron visits. Systemwide, 1,564 groups used the meeting rooms with an attendance of 9,682. There were 299,505 searches from the Library's electronic products. The web server recorded a total of 885,557 page views by 84,146 visitors during May.

Report of the Director: The Greene County Commissioners appointed Kim Bartelsmeyer to a three-year term on the Board of Trustees. Springfield Mayor Jim O'Neal will propose the City Council appoint Kenton Devries and David Richards to three-year terms on the Board of Trustees. After the candidates

are officially approved and sworn in, Executive Director Regina Cooper will schedule an orientation before the July 21 Board meeting.

The Library was successful in garnering \$40,000 in Library Services and Technology grant funds to provide an employment resources portable lab for those seeking jobs. The one-year grant will begin July 1.

The Library was denied funding to extend the “Community and Conflict: The Impact of the Civil War in the Ozarks” grant for another year. The Library applied for an amendment to extend the grant through September 30 and will re-apply for the grant in the fall. A public unveiling of the website will held from 1-3 p.m. on Friday, June 26, at the Library Center.

The Missouri Career Center received stimulus money to provide summer jobs for 16-to-24 year olds. The Library will receive four summer interns providing a staff person in the information technology department and three pages at various branches from this program.

A dogwood tree donated by Don Buckley has been planted at the Library Center in memory of Dr. Bill Campbell who died on vacation in Mexico earlier this year.

Cooper met with Jodie Adams, Director of Parks and Recreation, to discuss the 3,000 square feet of space allocated to the Springfield-Greene County Library District in the proposed Dan Kinney Park on Blackman Road. Adams would like a decision from the Library Board on adding a branch at the park by October before the architectural drawings phase begins.

Cooper spoke to the Downtown Kiwanis Club about the history of the Library District. She also rode the bookmobile for an afternoon to three subsidized housing locations and noted that a Library card is a valuable asset.

Miscellaneous Items: Cooper read an e-mail from Cherri Jones thanking the board for the wonderful experience she has had during the past six years serving with them on the Board of Trustees. She praised their commitment to the community to provide the best possible service for Library patrons.

The Library Foundation provided funds to furnish an office for Director Michelle Creed. The office will be located on the first floor of the Library Center and will provide a space to meet with potential donors.

The meeting adjourned at 5 p.m. to tour the site of the new Republic Branch.

Board of Trustees

Debbie Eckert, Business Office Manager