



**Springfield-Greene County Library Board of Trustees**  
**June 21, 2011**  
**Minutes**

The Springfield-Greene County Library Board of Trustees met on Tuesday, June 21, 2011, at the Library Center with Vickie Hicks presiding.

Members present: Leslie Carrier, Martha Crise, Kenton DeVries, Neil Guion, Vickie Hicks, Rod Nichols, David Richards

Member absent: Cheryl Griffeth, Kim Kollmeyer

Disposition of Minutes: Crise moved to approve the May 17, 2011, minutes. Richards seconded. Carrier yea, Crise yea, DeVries yea, Guion yea, Hicks yea, Nichols yea, Richards yea. Motion carried.

Finance and Personnel Committee: Through May, the Library was 7.2 percent under budget. Year-to-date revenues totaled \$12,540,141 versus \$10,760,380 in expenditures. Operating cash through the end of May totaled \$6,587,471. Income included annual receipts from consortium members for maintenance and support. Grant income included receipts from the Friends of the Library for the balance due on the new bookmobile, branch distributions, summer reading program and a deposit for the Big Read 2012 speaker. The Missouri State Library disbursed payments for the Library Services and Technology Act (LSTA) Microfilm Reader/Printer/Scanner and What Should I Read Next? grants. The U. S. Department of Education distributed the quarterly disbursement for Missouri Parent Information Resource Center (MO-PIRC) grant expenses. Trust income included the quarterly disbursement from the Buhrman Trust as well as the monthly proceeds from the Stephens Trust.

Expenses included corkboards for the Stafford and Fair Grove branches, Walking Books tote bags and hardware, printers, cables, power supplies and memory for the Information Technology Department from Account 5232 Minor Equipment. Account 5331 Travel/Training included registration for the American Library Association conference in New Orleans, expenses for the Innovative Users Group conference and site visit travel expenses for the Community and Conflict Digital Imaging grant. Account 5374 Plant Equipment Repairs included a new HVAC unit for the Ash Grove Branch. Account 6415 Computer Hardware included computers and monitors for the self-checkout machine and the Gates grant.

Executive Director Regina G. Cooper reviewed the 2011-2012 proposed budget. The proposed budget is based on projected tax revenue at 3.5 percent over the previous year. State Aid revenue will remain flat, and no Athlete and Entertainers' Tax money is expected. Expenses include a step increase for all staff still on their salary track and a 1 percent raise for those at the top of their tracks. No new staff positions will be added; however, three grant-funded staff will be included in the budget when their grants end—Community and Conflict Project Director, Mobile Training Lab Coordinator and Early Literacy Outreach Associate. Library Collections will remain at 16.5 percent of operating expenses; however, the Library Collections amount increased more than \$61,971 over the previous year because of increased operating expenses. The budget includes a \$25,000 contingency fund.

Nichols moved to approve the proposed budget for 2011-2012 as presented. Carrier seconded. Carrier yea, Crise yea, DeVries yea, Guion yea, Hicks yea, Nichols yea, Richards yea. Motion carried.

Buildings and Grounds Committee: Chair Neil Guion reported the new Mobile Library arrived on Wednesday, June 8. The official launch party is scheduled for noon on July 6 on the Library Center south lot.

A contract was signed with the Swisshelm Group, Inc. to place a Fog City Coffee kiosk in the south entry of the Midtown Carnegie Branch. The coffee kiosk should be open for business in mid-July.

Facilities Manager Allen Woody is in the process of bidding a new sign for the Library Center. The sign will be ordered in the current year's budget.

A second air conditioning unit has been installed at the Ash Grove Branch.

The Coffee Guru, located adjacent to the Willard Branch, has closed and Zott's Creamery opened in that location.

Jim Stufflebeam from Sapp Design Associates Architects is drawing up preliminary plans for the Brentwood Branch renovations that will be presented at a future board meeting.

Programs, Services and Technology Committee: Chair Leslie Carrier reported that Library Center Computer/Periodicals Assistant Trint Williams presented an overview of electronic book (e-book) services provided through the Library District. A condensed report will be presented as part of board education at a future board meeting.

Circulation in May decreased 1 percent with 299,462 materials circulating systemwide. Total branch traffic decreased 6 percent with 151,164 patron visits. Systemwide, 2,063 groups used the meeting rooms with an attendance of 9,320. There were 362,583 searches from remote use of the Library's electronic products. The Web server recorded a total of 1,455,488 page views by 74,000 visitors during May. Outreach Services had limited delivery because the Bookmobile was out of service. Overdrive circulation statistics have been entered retroactively into the System Collection category only. The historical numbers for Overdrive have not been entered into the Branch Collection Circulation in order to leave historical circulation number intact.

Report of the Director: Cooper reported the Foundation has three companies that have committed to three-year sponsorships for Mobile Library service. Two of the companies made financial commitments and the sign company an in-kind donation for their services. After the company logos are placed on the back of the new bookmobile, the Mobile Library will be officially launched at noon on July 6 with a party in the south parking lot of the Library Center.

Quick Response (QR) codes appear in the latest issue of Bookends. QR codes store additional data about something that can be accessed through an app on a smart phone.

United Way 2-1-1 has been in Joplin to assist the citizens affected by the May 22 tornado. Martha Love has worked to keep the United Way 2-1-1 database up-to-date to make sure accurate information about resources is available to those who need it. She has been in Joplin participating in the Governor's Community Recovery Meeting as well as working to provide information at the Multi-Agency Resource Center.

The Library received notification that the State Library will fund the entire \$139,868 from the LSTA Community and Conflict Digital Imaging grant that ends February 28, 2012.

The National Endowment for the Humanities and the American Library Association has awarded the Library \$3,000 for a future program, *Let's Talk About It: Making Sense of the American Civil War*.

The Library was awarded a grant from the Missouri Arts Council for \$1,425 to fund six performances from storyteller Bobby Norfolk for the children's Summer Reading Program.

Bookmarks were distributed listing the 10 tenets of the Springfield-Greene County Civility Project adopted by the Board at its April 19, 2011, meeting.

The City of Springfield appointed James Jeffries to the Board of Trustees. His first three-year term begins on July 1, 2011. Jeffries will replace Rod Nichols whose term ends on June 30. Cheryl Griffeth was appointed to a second term by the City of Springfield. Cooper will meet with the County Commissioners about appointing Vickie Hicks to a second term and selecting a replacement for Neil Guion whose term ends on June 30.

The Summer Reading Program began on May 21. The Library receives funding for the programs from the Friends of the Library and the Missouri State Library.

The Administrative Staff Retreat will be held at the Lake Springfield Boathouse from 12-5 p.m. on Thursday, September 22.

Board Education: Electronic Resources Librarian Renee Brumett oversees all modules of the Innovative Interfaces products. Brumett represents the Library at the Innovative Users Group meetings where she meets with other users to share ideas and information on the use of Innovative products. All MOBIUS member libraries use the Innovative Interfaces products, and Brumett represents the Springfield-Greene County Library District at those meetings. Ten area libraries comprise the Consortium of Ozarks Libraries (COOL) who shares the Library District's Innovative Interfaces system. COOL members pay annual support and maintenance to use the products, and the Electronic Resources Department provides training, troubleshooting, site visits and conducts an annual meeting for the consortium libraries. Brumett is responsible for ordering online databases and works with 15 vendors who provide more than 40 products for Library patrons. Brumett oversees the Web Steering Committee, which prioritizes Web projects, sets timelines and makes sure content is kept up-to-date on the Library's website.

New Business: Kenton DeVries reported the Nominating Committee recommended the following officers for 2011-2012: President Leslie Carrier, Vice President David Richards, Secretary Martha Crise and Treasurer Kim Kollmeyer. Kim Kollmeyer would serve as the liaison to the Library Foundation Board of Directors. As outlined in the by-laws, officers will be voted on at the July meeting, and the president will make standing committee appointments.

Miscellaneous Item: Neil Guion and Rod Nichols were recognized for their service on the Library Board.

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

The meeting adjourned at 4:40 p.m.

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Board of Trustees

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Debbie Eckert, Director of Business Operations