



**Springfield-Greene County Library Board of Trustees
June 17, 2014
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, June 17, 2014, at 4:00 p.m. at the Library Center 4653 S. Campbell, Springfield, Missouri. Members of the Board of Trustees were present or absent as follows:

Present/Absent

Kenton DeVries, President and Member:	Absent
James Jeffries, Vice President and Member:	Present
Kim Kollmeyer, Secretary and Member:	Present
Cheryl Griffeth, Treasurer and Member:	Present
Steven Ehase, Member:	Present
Vickie Hicks, Member:	Present
Andrea McKinney, Member:	Absent
Michelle Moulder, Member:	Present
David Richards, Member:	Present

Guest attendee: Chris Weiss, Husch Blackwell Law Firm.

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

Disposition of Minutes: Hicks moved to approve the minutes of the regular session of May 20, 2014; Moulder seconded. Jeffries yea, Kollmeyer yea, Griffeth yea, Ehase yea, Hicks yea, Moulder yea, Richards yea. Motion carried.

Standing Committees:

Finance and Personnel Committee: The May 2014 financial statements were presented. Through May, or 91.7 percent of the fiscal year, the Library was 12.7 percent under budget. Cash was at \$7,867,603.83. Total taxes collected were at \$11,589,608.75 or 95.6 percent of budget. There are some outstanding PILOT revenues for the Solo Cup project, about \$100,000 in protested taxes, and about \$50,000 in delinquent taxes still outstanding. The delinquent taxes are expected to be collected in the next three months. Other revenues were running as expected, with fines still under budget. State Aid revenue was over budget by \$50,000 because of unbudgeted State of Missouri Athletes and Entertainers funds that were released. Miscellaneous income was down since the contract ended between the Library and United Way when the 2-1-1 coordinator left the Library, and money from United Way was refunded.

Personnel expenses were under budget at 81.3 percent for the year. There were no unemployment claims and no workers compensation claims. Health insurance claims are expected to rise in July, but there is stop-loss coverage over \$40,000 per employee per year. Operating and maintenance were under budget at 73.7 percent and Charges and Services were at 74.9 percent. Total operating costs as of May 30 was at 78.4 percent of budget. Still to be paid out were ALA travel costs, the wall dividing meeting rooms A and B at the Library Center, and the canopy repair at the Library Center. Capital outlay was at 83.1 percent. The bond payment for the year was made, and the total owing is at \$2,690,000.

Revisions were made in the 2013-2014 budget to allow for the purchase of the Honda CR-V, so the budget line for a new vehicle was removed from the 2014-2015 proposed budget. The Toyota Matrix was traded in for \$6,000 value.

Cooper presented the proposed budget for 2014-2015. Revenue projections were based on 2013-2014 YTD actual, plus a forecasted May and June, plus 2.5 percent expected growth. The expected late-arriving PILOT taxes and delinquent taxes were not included. Consortium income is expected to be down. Gift Shop income included the 2014-2015 Holiday Store sales. The Friends of the Library income was budgeted with only currently-known amounts, and will likely be more. Interest income was corrected for the 2014-2015 budget at \$20,000. Passport Acceptance income was budgeted to be \$25,000 plus enough to cover associated costs of \$4,270. Miscellaneous income also included test proctoring of \$5,000. State Aid was budgeted to be flat, and included a distribution of Athletes and Entertainers money from the State of Missouri. Grants included a Library Services and Technology Act grant for digitization of the World War I project *Over There: Missouri and the Great War* and Summer Reading Program. Personnel expenses as budgeted were 60 percent of the operating budget, and library collections were 20 percent of operating. A contingency of \$50,000 was also included in the budget. The federal E-rate telecommunications and internet reimbursement for 2014-2015 will be \$93,632.75. Personnel costs include a step increase for employees on the track and a 2 percent raise for end of track. Beginning MLS salaries are budgeted higher. New positions and hours include the early literacy specialist formerly covered under grant proceeds; increase from part-time to full-time of an Ash Grove Branch position; increase from part-time to full-time of a web development staff; addition of a part-time position at the Fair Grove Branch; and addition of one temporary part-time position in Collection Services. Major expenditures from Operating and Maintenance were budgeted for the Midtown Carnegie Branch, including replacement of water lines, repair of the south steps, and repair of the stained glass windows. A new reference/circulation desk is also planned. Replacement of two HVAC units at the Library Center were budgeted, and others will be replaced in years to come.

Hicks moved to approve the 2014-2015 budget as presented; Moulder seconded. Jeffries yea, Kollmeyer yea, Griffeth yea, Ehase yea, Hicks yea, Moulder yea, Richards yea. Motion carried.

Buildings and Grounds Committee: At the Library Center, the women's restroom remodel was completed and the canopy work began. The Library Station sign, a project funded by Friends of the Library, was approved by the City of Springfield, and it was on order. The Toyota Matrix was replaced by a Honda CR-V at a cash cost of \$17,385 plus a trade-in value on the Toyota Matrix of \$6,000. Park Central Branch had publicity in the News-Leader about the restroom doors with a follow-up story on May 24. The Midtown Carnegie overflow parking lot has been sold to Springfield Public Schools for \$150,050 after closing costs. The proceeds will be held in the reserve fund.

Report of the Director:

- The Passport Acceptance Facility at the Library Center opened on Monday, June 9, 2014. The pilot project may extend to other locations in the future.
- The first 'Dewey Light' area was introduced in conjunction with the Passport Acceptance Center with a travel theme.
- Show-Me Steps grants were awarded to Cooper and Planning and Development Librarian Gay Wilson for attendance at the PLA Results Boot Camp in Nashville, Tennessee in August, 2014.
- The Springfield City Council will vote on July 7 on a redevelopment plan for the So-El District Lofts Redevelopment Area, which would qualify the development for 10 years of tax abatement on the increase in the assessed value of the land and improvements.
- The Summer Reading Program began on May 24, with a theme of Fizz, Boom, Read! Which explores science. New this year is the "Racing to Read All Summer Long!" early literacy program. This portion of the Summer Reading Program is funded by a Library Services and Technology Act grant.
- The Springfield Police Department placed "Walk-in Crash Report" forms at the branches to help people without a computer to access them.
- A French web site now lists the Library's digitization project *Over There: Missouri and the Great War*.
- On June 9, 2014, Springfield Mayor Bob Stephens recommended to the Springfield City Council the appointment of Matthew Simpson to the Library Board of Trustees, replacing Cheryl Griffeth, whose term ends July 1.
- On June 23, the mayor will recommend the reappointment of James Jeffries for a second term on the board.
- Presiding Commissioner Jim Viebrock will make a recommendation to the Greene County Commission on a new board member to replace Vickie Hicks, whose second term ends July 1, 2014. The replacement was not yet known.

Foundation Update: Foundation and Development Director Valerie Richardson reported that the Brentwood Capital Campaign was about \$5,000 away from reaching the half-way point in fundraising. The Darr Family Foundation granted \$5,000, and other grants were outstanding. Richardson reported that she was working on a corporate list for fundraising. There will be an increase in fundraising as the public phase begins some time in the fall or the end of the year.

New Business: The Nominating Committee had not yet met, so were planning to meet and have a slate of officers at the next meeting to be approved. Any board members interested in serving on a specific board committee were to let Jeffries know.

Recognition: The board recognized and thanked Vickie Hicks and Cheryl Griffeth for their service on the board.

Adjournment: Hicks moved to adjourn the open session; Griffeth seconded. Jeffries yea, Kollmeyer yea, Griffeth yea, Ehase yea, Hicks yea, Moulder yea, Richards yea. Motion carried. The open session meeting adjourned at 4:45.

Hicks moved to go into closed session for real estate; Griffeth seconded. Jeffries yea, Kollmeyer yea, Griffeth yea, Ehase yea, Hicks yea, Moulder yea, Richards yea. Motion carried.

Board of Trustees

Director of Business Operations