



Springfield-Greene County Library Board of Trustees
March 17, 2009
Minutes

The Springfield-Greene County Library Board of Trustees met on Tuesday, March 17, 2009, at the Library Center with Cherri Jones presiding.

Members present: Leslie Carrier, Bruce Chrisope, Martha Crise, Cheryl Griffeth, Cherri Jones, Morey Mechlin, Rodney Nichols

Members absent: Neil Guion, Vickie Hicks

Disposition of Minutes: Mechlin moved to approve the February 17, 2009, minutes after correcting the date of the Board retreat to April 21. Nichols seconded. Carrier yea, Chrisope yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

Finance and Personnel Committee: Chair Bruce Chrisope reported the committee will review a rough draft of the 2009-2010 budget at the April meeting. The staff recommendation to make the Foundation Director fulltime will be included as part of the 2009-2010 budget.

Through February, the Library was 9% under budget. Income included annual disbursements for Sur Tax and Railroad and Utility Taxes. Effective March 6, BancorpSouth increased the interest rate on the Library's checking account to 1.5%.

Expenses included reclassifying items costing under \$1,000 charged to Account 6415 Computer Hardware and Account 6416 Computer Software to Account 5232 Minor Equipment and Account 5373 Office Equipment Repairs per audit recommendations.

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

Buildings and Grounds Committee: Trustee Leslie Carrier reported Executive Director Regina Cooper met with Republic City Administrator Jim Krischke and was assured the City will grant permits to contractor Don LaRue for construction of the new Republic Branch. Cooper and Associate Director of Public Services Jim Schmidt met with LaRue and requested bi-weekly updates on the construction progress. The branch is scheduled for a late summer opening. The current landlord agreed to a month-by-month contract extension.

Martha Crise and Cheryl Griffeth arrived at the meeting.

Contractors are laying brick on the new Willard Branch. The design theme is "Trains and Trails" to highlight the town's 1920s-era railroad depot, which is now the starting point for the Ozarks Greenways trailhead of the Frisco Highline. The committee suggested developer Neal Wood and the staff at Rich Kramer Construction be acknowledged at the June 6 grand opening. A Request for Bids for furniture for

the new branch is posted on the Library's website with a closing date of March 27. Furniture bids will be awarded on March 30.

Library staff spoke with a Fair Grove landowner about property located across from the elementary school. The committee recommended staff get an appraisal on the property.

Renovations to the Library Center teen area will begin in early April 2009. The teen area will receive new paint, carpet squares and furniture. The grand opening for the new area will be held at the May 1, 2009, Teen Night. Funding for the renovations was provided by a grant from the Friends of the Library.

Programs, Services and Technology Committee: Circulation in February increased 8.5% with 308,814 materials circulating systemwide. Total branch traffic increased 17.4% with 151,704 patron visits. Systemwide, 1,602 groups used the meeting rooms with an attendance of 10,795. There were 266,341 searches from the Library's electronic products. The web server recorded a total of 767,788 page views by 83,817 visitors during February.

Report of the Director: Interior designers from Buxton-Kubik-Dodd, Inc., were named as recipients of the 417 Magazine's Interior Design Award for their work at the Park Central Branch.

Library Center Reference Department Manager Kay Rader was introduced. Rader previously worked as a reference librarian at the St. Louis County Library and also served as director of the American Library in Paris, France.

Cooper attended a "CrossRoads to Caring" open house at the American Red Cross where they were fed "heater-meals" and were given a presentation on their services. The American Red Cross would like to work with the Library to educate children about fire safety.

Cooper and Republic Branch Manager Kim Flores staffed a table at the Republic Chamber of Commerce Business Expo. They displayed signs and distributed fact sheets promoting the new facility.

Cooper and Foundation Director Michelle Creed will speak to the Republic Chamber of Commerce at a lunch meeting on April 7, 2009. They will discuss plans for the new Republic Branch Library and possible giving opportunities.

Cooper was invited to speak at the Greater Ozarks Pachyderm Club meeting on April 24, 2009.

On March 24, Midtown Carnegie Branch Circulation Department Manager Gina Marie Walden and Outreach Services Manager Allison Eckhardt will represent the Library at the Hope Connection, a one-day service event for the homeless.

Cooper will serve as the Library's representative for the Battlefield Tax Increment Financing (TIF) Committee. Cooper was invited to serve on the Springfield Chamber of Commerce's Local Issues Task Force as well as the Good Community Committee. Her application was submitted for Leadership Springfield and the Downtown Rotary Club.

Cooper displayed the t-shirt some staff will wear to promote the Big Read events. The shirts are imprinted with "What Page Are You On?" and the Library's logo. Shirts will also be sold in the Between Friends Gift Shops.

The Ready-to-Learn Grant was funded again for next year. The grant provides two parttime employees who perform outreach services at the WIC clinic.

The Bill and Melinda Gates Foundation awarded the Library new computers for the Ash Grove Branch and the Library Station. In 2010, the matching funds grant will provide 75% of the cost for three computers at the Ash Grove Branch and ten computers at the Library Station. In 2011, the Library will receive 50% of the cost for two additional computers at the Ash Grove Branch and nine additional computers at the Library Station.

The Library donated five truck-loads of discarded furniture to Habitat for Humanity.

New Business: Many of the proposed revisions to the 2008-2009 budget were due to additional revenue and expenses from grants. Although budgeted expenditures are slightly out-of-balance from revenues, there should be sufficient cash balance to avoid borrowing funds for operations until tax revenue is received for the 2010 tax year. Tax revenue will be projected at a flat rate for the 2009-2010 budget year.

Chrisope moved to approve the 2008-2009 revised budget. Mechlin seconded. Carrier yea, Chrisope yea, Crise yea, Griffeth yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

The revised meeting room policy was reviewed. The only change to the policy included waiving the \$20 fee for patrons catering meals by food service vendors leasing space though the Library District. Griffeth moved to approve the revised meeting room policy. Mechlin seconded. Carrier yea, Chrisope yea, Crise yea, Griffeth yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

The Board requested policies approved by the Board be easily accessible and located in a central location on the Library's web site.

The Board Retreat will begin at 11 a.m. on Tuesday, April 21, at the Lake Springfield Boat House. Board President Cherri Jones asked each committee to be prepared to propose two Board goals for the 2009-2010 year. Other agenda items include a brief overview of the Sunshine Law as well as a discussion on Foundation goals. Additional agenda items should be e-mailed to Cherri Jones.

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

The meeting adjourned at 5:05 p.m.

Board of Trustees

Debbie Eckert, Business Office Manager