



Springfield-Greene County Library Board of Trustees
March 16, 2010
Minutes

The Springfield-Greene County Library Board of Trustees met on Tuesday, March 16, 2010, at the Midtown Carnegie Branch with Neil Guion presiding.

Members present: Leslie Carrier, Kenton DeVries, Neil Guion, Vickie Hicks, Kim Kollmeyer, Rod Nichols

Members absent: Martha Crise, Cheryl Griffeth, David Richards

Disposition of Minutes: Hicks moved to approve the Feb. 16, 2009, minutes from the regular and closed sessions. Carrier seconded. Carrier yea, DeVries yea, Guion yea, Hicks yea, Kollmeyer yea, Nichols yea. Motion carried.

Finance and Personnel Committee: Through February, the Library was 5 percent under budget. Year-to-date revenues totaled \$11,467,772 versus \$858,273 in expenses. Grant income included: Friends of the Library for the Big Read Chautauqua programs; U. S. Department of Education Ready-to-Learn and Missouri Parent Information Resource Center.

Expenses included January and February invoices from Account 5121 LAGERS. Account 5371 Building Repairs included Library Center roof repairs for punctures in the roof membrane and gate keypad repairs. Credits to Account 6411 Office Furniture and Equipment reflect reclassifying expenses for the Willard Branch totaling under \$1,000 to minor equipment per audit recommendations.

Chair Rod Nichols reviewed the proposed revisions to the 2009-2010 budget. Many of the revisions were due to additional revenue and expenses from grants. Tax income increased to reflect increased receipts to date. Expenditures for items for the new Republic Branch costing under \$1,000 were reclassified from capital expenses per audit recommendations. Account 5373 Safety and Security included additional security equipment at the Willard and Republic branches. Costs for additional equipment at the Willard Branch were shared with the landlord. The City of Republic Fire Department had additional requirements for the alarm notification system that were beyond the specifications in the bid document.

The Finance and Personnel Committee recommended accepting the proposed revisions to the 2009-2010 budget. Hicks seconded. Carrier yea, DeVries yea, Guion yea, Hicks yea, Kollmeyer yea, Nichols yea. Motion carried.

Buildings and Grounds Committee: Vickie Hicks reported the Board will continue to explore options for the covenant restrictions with the property owner adjacent to the Brentwood Branch.

The Foundation is submitting funding proposals to the Musgrave and Darr Family foundations for a new Bookmobile. The estimated cost of repairing the Bookmobile's air conditioner is \$7,000, which will be completed before warm weather.

The heating unit in the Library Center's Children's Department has been repaired.

Executive Director Regina G. Cooper met with Ryan Zweerink, owner of the building next door to the Ash Grove Branch. He presented a proposal in 2008 for infill for his building and joining the two spaces. He is still interested in pursuing that proposal. Facilities Manager Allen Woody reported the wiring circuits were traced, and the new computers can be installed. The electrical load will be split when the refurbished desk for the public computer area is installed.

Programs, Services and Technology Committee: Local History Manager Michael Glenn gave an overview of genealogy resources as well as the online collections as part of the strategic planning reports. The committee will present a condensed report as part of the board education at a future board meeting.

Circulation in February decreased .6 percent with 312,027 materials circulating systemwide. Total branch traffic decreased .4 percent with 151,169 patron visits. Systemwide, 1,741 groups used the meeting rooms with an attendance of 10,063. There were 686,342 searches from remote use of the Library's electronic products. The Web server recorded a total of 1,471,465 page views by 81,473 visitors during February.

Report of the Director: Cooper reported the "Carry the Card" campaign was launched on March 1. In an effort to keep patron library accounts and identities secure, adult patrons will be required to present their library card to check out materials or access their account. The only way to check out without their library card is to show valid photo identification or by staff recognition.

The new patron materials request database also went live on March 1. This database allows patrons to submit online up to three requests for materials purchase per month to the Library.

Two staff Wellness at Work programs will kick off on Wednesday, March 17. The two six-week programs, a biggest loser-type program as well as a team walking program, will conclude the end of April. The Library will continue offering new and different wellness programs throughout the year. The programs are planned on a shoestring budget with the goal to offer support in improving staff health and fitness, which should help reduce health insurance costs.

The Library was notified that the Standard & Poor's rating was upgraded from A+ to AA-.

The proposed Fair Tax legislation, replacing income tax with a statewide sales tax, would subject non-profit institutions to paying sales tax on goods and services. This could have a big impact on the budget because all purchases including books, materials and services would be taxed.

The Library was awarded two Library Services and Technology Act grants: a \$5,780 videoconferencing equipment grant and \$17,199 to purchase self-checkout machines for the Library Center and the Library Station.

Cooper served as a judge for the Missouri Regional Contest of Poetry Out Loud at the Creamery Arts Center. The winner, who won the state contest and will be attending the national competition, was Cooper's favorite choice in the judging.

Eleven library district employees will attend the Public Library Association conference in Portland, Ore., March 23-28.

Several staff attended the Lock-a-Shelf DVD security system demonstration at the Library Center. Staff is reviewing loss statistics, cost and other considerations before deciding whether to purchase it for use in the District.

Staff wrote a grant for a new reader/printer for the Local History Department, but the Library has not received notification.

Tech Logic, a Radio Frequency Identification (RFID) vendor, demonstrated its product at the Library Center. The Library will bid the equipment when funds are available to include in the budget.

Business Librarian Mike DePue participated in the Small Business Administration's panel discussion on "Your Small Business: Keeping It Alive & Thriving in the New Economy".

The first meeting of the NXT Chapter, a book discussion for 20/30-somethings, met at the Library Center on March 4.

The First Thursday Art Talk at the Park Central Branch precedes the First Friday Art Walk in downtown Springfield.

Board Education: Training Coordinator Jazy Mihalik reviewed the public training offered through the Edge Community Technology Center. The Edge offers free individual and group instructions in computer basics as well as Library-related software, Internet, tutorials and a variety of instructional software programs. The Edge was started by a federal grant and since 2002 has registered 5,197 users. Since 2002, it has offered 2,016 training sessions to 23,427 attendees.

The Public Training Committee's goal is to create a set of standards for planning, delivering and evaluating public training.

New Business: Hicks moved to appoint Derek Fraley to the Library Foundation Board of Directors. Nichols seconded. Carrier yea, DeVries yea, Guion yea, Hicks yea, Kollmeyer yea, Nichols yea. Motion carried.

Hicks moved to renew the \$2 million line of credit at BancorpSouth. DeVries seconded. Carrier yea, DeVries yea, Guion yea, Hicks yea, Kollmeyer yea, Nichols yea. Motion carried.

Hicks moved the Board adjourn to closed session to discuss the executive director's salary and goals from her annual evaluation. Carrier seconded. A roll call vote was taken. Carrier yea, DeVries yea, Guion yea, Hicks yea, Kollmeyer yea, Nichols yea. Motion carried.

The meeting adjourned to closed session at 5:05 p.m.

Board of Trustees

Debbie Eckert, Business Office Manager