



**Springfield-Greene County Library Board of Trustees
May 16, 2006
Minutes**

The Springfield-Greene County Library Board of Trustees met on Tuesday, May 16, 2006, at the Republic Branch Library with Vice President Stephanie Stenger-Montgomery presiding.

Members present: Bruce Chrisope, Gary Funk, Neil Guion, Stephanie Stenger-Montgomery, Jean Woody

Members absent: Krystal Compas, Cherri Jones, Morey Mechlin, Rodney Nichols

County Branch Coordinator Jim Schmidt gave a brief overview of the Republic Branch. The branch has been at its current location since June 14, 2001, and has 10 staff. The branch owns more than 41,000 items and checks out an average of 16,500 items per month. Schmidt serves on Republic's Mayors Commission for Children and the Republic Community Foundation Advisory Group.

Disposition of Minutes: Chrisope moved to approve the April 18, 2006, minutes of the retreat and regular sessions. Guion seconded. Chrisope yea, Funk yea, Guion yea, Montgomery yea, Woody yea. Motion carried.

Buildings and Grounds Committee: The committee will meet at 10:30 a.m. on Tuesday, May 23, at the Midtown Carnegie Branch. A focus group of 10-12 residents will be held to discuss opportunities for a Library branch in Strafford. Republic Schools requested the Board make a decision by August 2006 about the feasibility of a shared facility. The committee will review a proposal for a center-city storefront branch in downtown Springfield and will begin discussing future expansion needs at the Willard Branch.

Finance and Personnel Committee: Through April, the Library was 1.5% under budget. Income included receipts for third and fourth quarter State Aid and grant income from the Stories-to-Go grant and the LSTA Summer Reading Program grant.

Expenses in April included health insurance premiums for April and May in Health Insurance Account 5125 and summer reading program materials from Printing Account 5342.

Chrisope moved to accept the financial report as presented. Woody seconded. Chrisope yea, Funk yea, Guion yea, Montgomery yea, Woody yea. Motion carried.

Dan Burns from Employee Benefit Design reviewed with the Finance and Personnel Committee the proposed renewals for dental, long-term disability and life insurance. Premiums from all insurance carriers are reviewed annually. Burns recommended changing the long-term disability and life insurance carrier to Jefferson Pilot Benefit Partners at an annual savings of \$8,152.06.

Dental insurance rates with Guardian Insurance increased approximately \$4,000 per year. Burns proposed enriching the current plan by adding orthodontic coverage and enhancing periodontal coverage at an annual increase of approximately \$2,300 per year. Burns reviewed coverage from other dental insurance companies, but the plan benefits were not as good as the current plan and some plans had participation requirements.

Burns introduced a voluntary vision plan with employees paying the entire premium through payroll deduction. Staff choosing to purchase vision insurance have several options, and there is no minimum participation requirement.

Chrisope moved to change carriers for long-term disability and life insurance to Jefferson Pilot Benefit Partners, enhance the current dental insurance plan to include adding orthodontic coverage and changing periodontal coverage and offer a voluntary vision plan with employees paying the entire premium. Woody seconded. Chrisope yea, Funk yea, Guion yea, Montgomery yea, Woody yea. Motion carried.

Executive Director Annie Busch reviewed the proposed budget for 2006-2007. Taxes are projected at a 4.2% increase. The personnel budget includes a 2% cost-of-living adjustment for all staff and a step increase averaging 3% for staff on the salary track. A summer grounds keeper position and a part-time Business Office clerk's position to assist with record keeping for the Buildings and Grounds and Computer Services departments were included in the budget. The Friends of the Library contributed funds this budget year for expenses for Strafford Branch start-up costs and improvements at the Brentwood Branch. These funds were carried over to the 2006-2007 budget. It is anticipated to end short-term borrowing with the 2006-2007 budget year. The budget will be approved at the June meeting.

Report of the Director: On May 1-2, Board President Krystal Compas and Executive Director Annie Busch traveled to Washington, D.C., and attended Library Day at the Capitol. The President's budget request for libraries was an increase over last year's appropriations.

About 250 people attended Geezerfest to hear Greene County Clerk Richard Struckhoff's band Geezer. Midtown Carnegie Branch hosted the band Phases, which entertained more than 40 teens.

Tom Peebles and Gary Burgess's terms on the Public Building Corporation Board of Trustees expire June 30, 2006. Busch will draft a letter of appreciation on behalf of the Board thanking them for their years of service to the Library District. Attorney Doug Nickell and accountant Sean Balisle were appointed last month to replace Peebles and Burgess.

Facilities Manager Allen Woody met with representatives from the Missouri Conservation Department and the James River Basin Partnership to discuss the idea of turning the Library Center's detention pond into an area for natural plants and vegetation. Their vision encompasses the entire property and includes rain gardens, walking trails, butterfly gardens, bluebird houses and all kinds of Ozarks flowers, trees and grasses.

Board Education: Collection Management Coordinator Lisa Sampley reviewed the process for inventorying the materials collections at each branch. Last December the Fair Grove Branch was used as a pilot branch for the project. Inventory was taken by scanning designated sections of

materials using a percon or bar code reader. The scanned information was merged with Innovative, which produced a shelf list inventory report of issues that needed to be resolved. Because this report is a drain on the Innovative system, inventory takes place after hours when the branches are closed. The current inventory process is expected to take 2-3 years to complete. The Fair Grove, Republic, Brentwood and Ash Grove Branches have been completed with plans to continue inventory in December at the Library Station, Willard Branch and then the Library Center.

New Business: Local children's author Louise Jackson expressed an interest in donating the copyright to her books to the Library upon her death. The designation will be put in her will, and no action is required by the Library.

It was the consensus of the Board to use the revised Director's evaluation forms for the annual evaluation process. The evaluation forms will be distributed to the Board and Administrative Staff in July with results reviewed by the Board and the evaluation completed in August.

Chrisope moved to approve the goals for 2006-2007 as presented. Woody seconded. Chrisope yea, Funk yea, Guion yea, Montgomery yea, Woody yea. Motion carried.

The meeting adjourned at 5:05 p.m.

Board of Trustees

Debbie Eckert, Business Office Manager