



Springfield-Greene County Library Board of Trustees
May 19, 2009
Minutes

The Springfield-Greene County Library Board of Trustees met on Tuesday, May 19, 2009, at the Library Center with Cherri Jones presiding.

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

Members absent: Neil Guion

Disposition of Minutes: Carrier moved to approve the April 21, 2009, minutes. Chrisope seconded. Carrier yea, Chrisope yea, Griffeth yea, Hicks yea, Jones yea, Nichols yea, Mechlin yea. Motion carried.

Finance and Personnel Committee: Through April, the Library was 5.4% under budget. Year-to-date revenue totaled \$11,585,914 versus \$9,803,757 in total expenses. Income included third and fourth quarter state aid disbursements from the Missouri State Library.

Expenses included printing of *Bookends*, the *Directory 2010*, summer reading materials and library cards from Account 5342 Printing. Account 5371 Building Repairs included cabling in preparation for installing security equipment at the new Willard Branch and installing shades on windows at the Strafford Branch. Account 6411 Office Furniture included furniture for the new teen area at the Library Center.

Chrisope moved to accept the financial report. Mechlin seconded. Carrier yea, Chrisope yea, Griffeth yea, Hicks yea, Jones yea, Nichols yea, Mechlin yea. Motion carried.

Martha Crise arrived at the meeting.

Executive Director Regina Cooper reviewed the 2009-2010 proposed budget of \$12,083,687. The budget is austere. Tax income was budgeted at a flat rate with no projected increases. The Radio Frequency Identification (RFID) project will be postponed, and staff will apply for Library Services and Technology Act (LSTA) grant funds in March 2010 to pay for the new checkout system. The Library will pursue grants and fundraising opportunities for the new Republic Branch.

Expenses include a step increase for staff on the salary track. New positions are budgeted for the Willard and Republic Branches because of increased hours and size of those buildings, an Electronic Resources Librarian and reclassifying the Foundation Director to fulltime. Library Collections decreased from 20% to 16.5% of the operating budget, which equals the average of what the larger libraries in Missouri spend on collections. This decision was made in order to balance the proposed income and expenses. The major cut will come from evaluating the electronic resources budget. If additional income becomes available, the Board's preference is to increase the collections to 20% of the operating budget. Account 6411 Furniture and Equipment reflect the interior furnishings for the new Republic Branch.

The vote for budget approval will be at the June Board meeting.

The Finance and Personnel Committee discussed the annual evaluation process for the Executive Director. The evaluation should be conducted in July. However, since Cooper's hire date was January 1, the evaluation would only include six months. The Board will conduct a six-month review in July and revise the policy for the annual evaluation to January 1 to coincide with her anniversary date.

Buildings and Grounds Committee: Cooper will meet with Jodie Adams, Director of Parks and Recreation, in early June to discuss the total amount of space allocated to the Springfield-Greene County Library District in the proposed Dan Kinney Park on Blackman Road.

Cooper met with Fair Grove City officials to discuss the lease on the Fair Grove Branch which expires in December 2010. City officials indicated a desire to renew the lease with the Library.

The Ash Grove Branch lease terminates June 30, 2009. The lease included an automatic two-year renewal expiring May 31, 2011. Trustee Morey Mechlin urged the Board to continue reviewing locations for the branch since the current facility is not adequate to deliver the level of service the District is proud of offering.

The owner of a home directly behind the Brentwood Branch on Seminole Avenue contacted the Library about the possibility of selling the property to the Library for future expansion of the facility. Architect Jim Stufflebeam from Sapp Design Associates will assess the feasibility of using the property for parking or to expand the present building. The property would need to be rezoned, and the committee may request a commercial appraisal after reviewing the feasibility study.

The new Willard Branch will open on Monday, June 29, with grand opening events on Saturday, July 18.

The Library received a signed revision from contractor Don LaRue elevating the ceiling heights at the new Republic Branch with the contractor absorbing those costs. The committee expressed concerns over delays in the construction and overall documentation for the project. The branch should have been completed within 180 days of the effective date of the lease, and the estimated completion is now the second week in August.

Programs, Services and Technology Committee: Collection Services Manager Lisa Sampley gave an overview of the collection services process as part of the strategic planning reports. She will present a condensed report as part of the board education at the July meeting.

Circulation in April increased 7.8% with 329,099 materials circulating systemwide. Total branch traffic increased 15.4% with 165,656 patron visits. Systemwide, 1,782 groups used the meeting rooms with an attendance of 10,665. There were 301,804 searches from the Library's electronic products. The web server recorded a total of 895,954 page views by 88,279 visitors during April.

Report of the Director: The Friends of the Library Spring Book Sale totaled \$107,082.57. At their May meeting, the Friends approved \$38,000 for the new Willard Branch to pay for furnishing the Community Room, the teen area and the children's area. A reception was held in the teen area at the Library Center to recognize the Friends for their contributions in making that remodeling project possible.

Cooper has visited every branch since she became director and is almost finished visiting every department within the Library District. Her most recent visit was a tour of the Buildings and Grounds Department.

Cooper attended the Executive Briefing Breakfast at the Chamber of Commerce, and that group will have a family-oriented gathering at the Springfield Cardinals ball game on May 19.

The Library Foundation will sponsor a Family Fun Night fundraiser at the Willard Middle School on May 19. The Willard Chamber of Commerce expressed an interest in donating funds towards the new Willard Branch. Manager Beth Snow will represent the Library at the Willard Chamber of Commerce meetings. Dues will be included in the 2009-2010 budget.

Cooper was introduced as a new member to the Rotary Club of Springfield and accepted to Leadership Springfield.

Cooper contacted County Commission Dave Coonrod and Brenda Lewellen in the City Clerk's office about potential new Board members.

New Business: Chrisope moved to approve the 2008-2009 goals as presented. Nichols seconded. Carrier yea, Chrisope yea, Crise yea, Griffeth yea, Hicks yea, Jones yea, Nichols yea, Mechlin yea. Motion carried.

Board President Cherri Jones will contact members to serve on the nominating committee to present officers for the 2009-2010. They will make their recommendation at the June meeting.

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

The meeting adjourned at 4:45 p.m.

Board of Trustees

Debbie Eckert, Business Office Manager