



**Springfield-Greene County Library Board of Trustees
May 15, 2012
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, May 15, 2012, at 4:00 p.m. at the Strafford Branch Library, 101 South State Highway 125, Strafford, Missouri. Members of the Board of Trustees were present or absent as follows:

Present/Absent

Leslie Carrier, President and Member:	Present
David Richards, Vice President and Member:	Present
Martha Crise, Secretary and Member:	Present
Kim Kollmeyer, Treasurer and Member:	Present
Kenton DeVries, Member:	Present
Cheryl Griffeth, Member:	Absent
Vickie Hicks, Member:	Present
James Jeffries, Member:	Present
Jim Meadows, Member:	Present

The 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 April 17, 2012 and the minutes of the board retreat of April 27; DeVries seconded. Carrier yea, DeVries yea, Hicks yea, Jeffries yea, Kollmeyer yea, Meadows yea, Richards yea [Crise had not yet arrived]. Motion carried.

Finance and Personnel Committee: Kollmeyer reported that with 83.3 percent of the fiscal year gone, the library is at 79 percent spent, making the Library 4.4 percent under budget. Revenues for April were \$298,853 and expenditures were \$781,430. Expected revenues from consortium payments will arrive in June, and Gift Shop income should also come in May and June. Expenses are in line, including salaries, insurance premiums and claims. The last bond payment on the Series A Leasehold Revenue Bonds was made in April.

Preliminary Budget: Cooper presented the preliminary 2012-2013 budget and reported that she still has work to do to balance it, but is making progress. Tax revenues were projected at a 2.5 percent increase over last year. With the Series A Leasehold Revenue Bonds paid off and the Series B Leasehold Revenue Bonds being refunded to reduce the payment, the Library has freed up \$352,000 in its annual budget. State Aid is projected to remain flat, and there will be no Arts and Entertainers tax revenues. Consortium income is budgeted less due to the loss of two members, although another may join. Salaries include a step plus one percent increase for staff members still on salary track and 3 percent increase for those off the track. This is the best raise given since 2008. The personnel budget includes adding three part-time positions and increasing one part-time to full-time. The collections budget has been increased to 18.5 percent of the

overall budget, which is up from the 16.5 percent that it has been since 2008. Health insurance is budgeted 15 percent higher. An additional \$35,000 has tentatively been added to the contingency fund, although this may have to be reduced in the final budget. Cooper will have a final budget for approval at the June board meeting.

[Trustee Crise arrived at the meeting.]

Cooper presented the results of the bond refunding, which closed on April 26, 2012. The final refunded amount was \$3,305,000 with interest at 2.85 percent and final maturity date of April 1, 2022; the bonds are not callable. The District's outstanding debt is reduced by \$70,000 and the debt service is reduced by \$307,525.14 or an average of \$30,752.51 annually for the next ten years.

Buildings and Grounds Committee: Meadows reported:

- The friendly condemnation issue of property adjacent to the Brentwood Branch Library on Wayland Avenue is set to go before City Council on May 21 for a first reading, and the public will have the opportunity to comment. Condemnation is necessary because there is a covenant on the books regarding commercial use that would be oppressively difficult to overcome otherwise, and condemnation would wipe out that clause. Board members are encouraged to attend.
- The custom built children's picture book bins funded by the Friends of the Library have been installed at the Republic Branch Library.
- Fog City Coffee is still operating at the Midtown-Carnegie Branch Library for the time being because it was not folded into the Swisshelm bankruptcy. Associate Director Jim Schmidt is in discussions with other coffee shop proprietors to see if another business can be put in there.
- Storefront windows had to be replaced at the Stafford Branch Library at the landlord's expense due to improper initial installation. Disruption to services was minimized by flexible staff and help from Springfield Glass.
- The Story Garden at the Library Center reopened May 5 after a refurbish.
- Buildings and Grounds staff Joe Moore is trained to clean air conditioning coils, and this has saved the Library the cost of hiring it out.

Programs-Services-Technology Committee: Jeffries reported on Jim Schmidt's presentation to the committee on National Library Legislative Day. Schmidt has gone to the conference for the last four years and may have the opportunity to head the delegation from Missouri next year. Of particular interest to the committee was information on privacy laws, federal grant funding, security issues including cyber-security, and advocacy.

Report of the Director: Cooper reported the following:

- The Friends of the Library sold \$121,522.85 at the spring book sale.
- The Rotary Club of Springfield North donated \$1,000 for WIC Clinic materials.
- The Friends of the Library are increasing their grants for music programs and for the Summer Reading program, and is granting up to \$7,000 in matching funds for a Missouri Arts Council grant to honor the Sesquicentennial.
- The Library has been awarded a \$9,000 targeted collection grant through the Library Schools and Technology Act (LSTA), which will fund additional award books (Mark Twain, Newberry, etc.) to the collection.

- Author Ridley Pearson’s presentation for the Big Read 2012 was very successful and entertaining.
- Cooper attended the Library Journal Design Institute, touring five Colorado libraries. The information will be useful for the Brentwood renovation and other projects.
- The passport acceptance process has been halted by a “hard freeze” in the addition of centers by the U.S. government. Cooper reported that she was instructed to check back in six months to see if anything has changed.

Foundation Report: Foundation & Development Director Valerie Richardson reported on the activities of the Foundation:

- Brooke O’Reilly and Stephanie Stenger-Montgomery have been asked to co-chair the capital campaign but have not yet committed to it. Although O’Reilly is not available for six months, other groundwork can be done until that time.
- There will be a fundraising program on July 14 and 15 with Ilga Vise, a World War II survivor.

Board Education: Collection Services Manager Lisa Sampley presented information on the Collection HQ software product, which takes information from our collection database and generates a wide variety of useful reports. It is an invaluable tool for evaluating the collection for weeding, purchasing, balancing, and transferring materials from branch to branch.

Miscellaneous items: Cooper reported on a proposed cost-saving measure for mail services which would entail terminating the current contract for mailing equipment with Pitney Bowes and using an outsourced mail service (Ozark Mailing Service). In order to terminate the contract, the Library would exercise a non-appropriation clause. Richards moved to approve such denial of appropriation. Crise seconded. Upon further discussion and pending further information, Richards withdrew his motion and Crise agreed to the withdrawal. Meadows moved that the board direct staff to negotiate with Pitney Bowes to agree to a simple termination of the contract rather than exercising the non-appropriation clause. Hicks seconded. Carrier yea, Crise yea, DeVries yea, Hicks yea, Jeffries yea, Kollmeyer yea, Meadows yea, Richards yea. Motion carried.

Crise moved to adjourn to closed session for real estate (approval of minutes). Jeffries seconded. Carrier yea, Crise yea, DeVries yea, Hicks yea, Jeffries yea, Kollmeyer yea, Meadows yea, Richards yea. Motion carried.

The meeting adjourned to **closed session** at 5:15 p.m.

Approval of minutes: Hicks moved to approve the minutes from the closed session for real estate of April 17. Kollmeyer seconded. No further discussion. Carrier yea, Crise yea, DeVries yea, Hicks yea, Jeffries yea, Kollmeyer yea, Meadows yea, Richards yea. Motion carried.

Hicks moved to approve the minutes from the closed session for real estate of April 27. Kollmeyer seconded. No further discussion. Carrier yea, Crise yea, DeVries yea, Hicks yea, Jeffries yea, Kollmeyer yea, Meadows yea, Richards yea. Motion carried.

Crise moved to adjourn the closed session. Hicks seconded. Carrier yea, Crise yea, DeVries yea, Hicks yea, Jeffries yea, Kollmeyer yea, Meadows yea, Richards yea. Motion carried.

Board of Trustees

Director of Business Operations



**Springfield-Greene County Library Board of Trustees
Thursday, May 24, 2012
Minutes – Special Session**

The Springfield-Greene County Library Board of Trustees met in special session by telephone conference call on Thursday, May 24, 2012, at 11:00 a.m., with public accessibility at the Brentwood Branch Library, 2214 Brentwood Boulevard, Springfield, Missouri. Members of the Board of Trustees were present or absent as follows:

Leslie Carrier, President and Member:	Present in person
David Richards, Vice President and Member	Absent
Martha Crise, Secretary and Member	Present by phone
Kim Kollmeyer, Treasurer and Member	Present by phone
Kenton DeVries, Member	Present by phone
Cheryl Griffeth, Member	Absent
Vickie Hicks, Member	Present by phone
James Jeffries, Member	Present by phone
Jim Meadows, Member	Present by phone

Staff Members Present in person: Jim Schmidt, Shari Wyly

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

Associate Director Jim Schmidt reported he had been in touch with Senior Account Manager Sheila Holle at Pitney Bowes and with a representative at the corporate offices of Pitney Bowes; the consensus of all discussions was that it was best for all parties to use the non-appropriation clause. Schmidt reported he had expressed to both representatives that the Library appreciated its relationship with Pitney Bowes and would welcome bids from them should mailing equipment needs change.

Schmidt presented to the board the following documents as required by Pitney Bowes: a Request for Appropriation to be signed by Jim Schmidt, a proposed board resolution denying appropriation for Customer Account Number 73183560207, lease account number 5679155, for equipment schedules 403 and 404, of \$7,764.00 for fiscal year 2012-2013; and an affidavit to be signed by President of the Board of Trustees Leslie Carrier affirming that the equipment will not be replaced by like equipment.

Hicks moved to adopt the resolution as presented. Meadows seconded. Carrier yea, Crise yea, DeVries yea, Hicks yea, Jeffries yea, Kollmeyer yea, Meadows yea. Motion passed.

Hicks moved to adjourn the special session. Crise seconded. Carrier yea, Crise yea, DeVries yea, Hicks yea, Jeffries yea, Kollmeyer yea, Meadows yea. The telephone conference meeting was adjourned at 11:15 a.m.

Board of Trustees

Director of Business Operations