



**Springfield-Greene County Library Board of Trustees  
May 20, 2014  
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, May 20, 2014, at 4:00 p.m. at the Strafford Branch Library, 101 South Highway 125, Strafford, Missouri. Members of the Board of Trustees were present or absent as follows:

**Present/Absent**

Kenton DeVries, President and Member:	Present
James Jeffries, Vice President and Member:	Present
Kim Kollmeyer, Secretary and Member:	Absent
Cheryl Griffeth, Treasurer and Member:	Present
Steven Ehase, Member:	Present
Vickie Hicks, Member:	Present
Andrea McKinney, Member:	Absent
Michelle Moulder, Member:	Present
David Richards, Member:	Absent

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

Disposition of Minutes: Moulder moved to approve the minutes of the annual board retreat of April 15, 2014; Hicks seconded. DeVries yea, Jeffries yea, Griffeth yea, Ehase yea, Hicks yea, Moulder yea. Motion carried. Moulder moved to approve the minutes of the regular session of April 15, 2014; Hicks seconded. DeVries yea, Jeffries yea, Griffeth yea, Ehase yea, Hicks yea, Moulder yea. Motion carried.

Standing Committees:

Finance and Personnel Committee: The April 2014 financial statements were presented. Through April, or 83.3 percent of the fiscal year, the Library was 11.4 percent under budget. Cash was at \$8,637,747.65. Total taxes were at 95 percent of budget, and an anticipated shortfall in tax revenue of \$300,000 to \$400,000 was projected for the budget year. Interest income was budgeted incorrectly due to a spreadsheet error which will be corrected in the 2014-2015 budget. Consortium payments will arrive in June and increase that revenue budget very soon. Foundation distributions will come in after the June Foundation board meeting.

Personnel expenses were under budget at 73.8 percent for the year. There were no unemployment claims and no workers compensation claims. Health insurance claims and premiums were still under budget. Operating and maintenance were still under budget overall at 66.8 percent, but some

bigger projects will decrease that surplus. Charges and Services were at 68.2 percent and will also have some expenses soon for the Library Center canopy and restroom renovation projects.

Cooper presented the preliminary budget for 2014-2015. Revenue projections were based on 2013-2014 YTD actual, plus a forecasted May and June, plus 2.5 percent expected growth. State aid revenue was projected to be flat at \$137,587, but a total appropriation of \$980,000 by the State of Missouri in Arts and Entertainer money will be distributed on a per capita basis, and the Library could receive as much as \$3,000. Grants include the Library Services and Technology Act grant for *Over There: Missouri and the Great War* digitization for \$108,678; Summer Reading to Go grants; and Racing to Read literacy grants for summer reading programs. Test proctoring income was estimated to be \$5,000, and Passport Acceptance Center income was forecasted to be \$25,000.

For expenses, the preliminary budget included a step increase for employees still on a salary track, and a 2 percent raise for those at the end of a track. Beginning librarian salaries were budgeted to increase to \$34,000, with a shallower first step increase to mitigate the budgetary impact. A currently grant-funded position in Youth Services was budgeted to be picked up by the Library; two part-time employees were budgeted to move to full time; and one new part-time and one new temporary part-time position were included in the proposed personnel budget. Health insurance was budgeted to increase by 15 percent, and the Library Materials budget was calculated at 20 percent of operating, the second year to reach the collection budgetary goal. A contingency fund of \$50,000 was included as well as some major expenditures for refurbishing the Midtown-Carnegie Branch. The HVAC at the Library Center was budgeted to be done incrementally, beginning with replacement of two units in the 2014-2015 budget year. The calculated total funds available was \$20,019,522.

Buildings and Grounds Committee: The Park Central Branch CPTED (crime prevention through environmental design) renovation has completed the first phase. The Library Center women's restroom renovation is completed. There was wind damage to the Library Center sign, and this repair is complete. The Library Center will have surge protection installed for the HVAC system. The extra parking area next to the Midtown Carnegie Branch has been sold. The Friends of the Library trailer has been relocated, and the Library will be providing a new ramp.

Programs-Services-Technology Committee: The May meeting was cancelled; an abbreviated presentation was made later in the meeting.

Report of the Director:

- The Friends of the Library earned gross sales of \$129,309.60 at their spring book sale.
- The Library was awarded a Library Services and Technology Act grant for \$73,974 to continue the *Over There: Missouri and the Great War* project in addition to an LSTA grant of \$34,704 for creation of an interactive web site for the project.
- The Library was awarded a Library Services and Technology Act grant for \$6,630 for a Spotlight on Literacy grant called *Breaking the Code with Raspberry Pi* for hands-on technology programming for teens.
- *Racing to Read All Summer Long!* will be funded by a Library Services and Technology Act grant of \$17,215 and feature early literacy programming.
- Library Center Youth Services Manager Sarah Bean Thompson has been elected to the Caldecott Committee for selecting the winner of the prize in children's literature.

- Storytime toddler t-shirts and infant snapsuits are available for sale through the Between Friends Gift Shop, online, and from order forms available at all branches. The shirts were designed by Community Relations Graphic Designer Charli Barnes.
- Electronic Resources Librarian Renee Brumett will lead a Self-Service Task Force to study self-service options that the Library might offer to the public and to investigate ways to increase usage of self-checkout stations by patrons. The task force includes Jim Schmidt, David Patillo, Lisa Sampley, Katie Hopkins, Grace Bentley, Whitney Austin, and Leanne Burgess.
- The contract for the Health Library at Jordan Valley Community Health Center comes to an end on June 30 and will not be renewed.
- The Library will become a Passport Acceptance Center on June 9, 2014.

Foundation Update: The Brentwood Capital Campaign is at \$1,239,894.66 in contributions and pledges, including the Friends of the Library pledge of \$300,000 and an O'Reilly Family Foundation pledge of \$100,000. A grant application has been submitted to the Musgrave Foundation, but they are not funding brick-and-mortar requests this year. A concept paper has been submitted to the Darr Family Foundation, and it was selected for submission of a formal grant request. No decision has been made on it. The NAP tax credit application has been postponed, with the next deadline coming on October 1, 2014. Community Relations Copywriter Sarah Rosendahl noticed that there were entities being given Hotel-Motel tax money that were surprising, and suggested the Library apply for some of those funds; Richardson is looking into the possibility. Personal donation solicitations are being lined up. Former board member Doug Nickel informed the Foundation that one of his clients included the Library in his planned giving with a \$150,000 gift upon his death.

Board Education: Fair Grove and Strafford Branch Manager Whitney Austin presented a profile of the Fair Grove Branch Library. With a population of 1,393, Fair Grove uses and appreciates the Library. It was a Bookmobile stop for over twenty years. The building that houses the Library also includes the City Hall and police department. It shares lobby, community room, bathrooms and staff break room with the other building occupants. Traffic is heavy for the square footage it occupies.

Miscellaneous: The board discussed potential new board members to replace those whose terms expire (Hicks and Griffeth). The board agreed to a nominating committee consisting of Moulder, Jeffries, and Ehase.

Cooper presented the name Marita Thomas as a potential candidate for the Public Building Corporation board of directors. Hicks moved that Thomas be asked to serve on the PBC board; Moulder seconded. DeVries yea, Jeffries yea, Griffeth yea, Ehase yea, Hicks yea, Moulder yea. Motion carried.

The closed session that had been posted was tabled.

Cooper informed the board that the closing on the parking lot parcel next to the Midtown Carnegie Branch would be Friday May 23, 2014 at 2:00 p.m. at the offices of Hogan Land Title.

Adjournment: Hicks moved to adjourn; Griffeth seconded. DeVries yea, Jeffries yea, Griffeth yea, Ehase yea, Hicks yea, Moulder yea. Motion carried.

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Board of Trustees

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Director of Business Operations