



Springfield-Greene County Library Board of Trustees
November 15, 2005
Minutes

The Springfield-Greene County Library Board of Trustees met on Tuesday, November 15, 2005, at the Library Center.

Members present: Gary Funk, Neil Guion, Cherri Jones, Morey Mechlin, Stephanie Stenger-Montgomery, Rodney Nichols, Jean Woody

Member absent: Bruce Chrisope, Krystal Compas

Disposition of Minutes: Nichols moved to approve the October 18, 2005, minutes. Woody seconded. Funk yea, Guion yea, Jones yea, Mechlin yea, Montgomery yea, Nichols yea, Woody yea. Motion carried.

Finance and Personnel Committee: Auditor Rob Rebmann of Roberts, McKenzie, Mangan and Cummings presented the annual auditing report for the 2004-2005 budget year. Their opinion was unqualified; the best rating a firm can give an organization. Net assets exceeded liabilities by \$7.7 million for the audited period. The management letter recommended the Business Office Manager and a board member sign the minutes after they have been approved to signify they are the official copy to be kept on record. To strengthen controls over Library disbursements, the auditors recommended the Board consider requiring two signatures on Library checks that exceed a Board set minimum amount. To strengthen controls over disposal of the Library's computer inventory, the auditors recommended getting a detailed receipt for the donation/sale of the equipment to support how and to whom the pieces of equipment were disposed.

Woody moved to accept the 2004-2005 audit as presented. Mechlin seconded. Funk yea, Guion yea, Jones yea, Mechlin yea, Montgomery yea, Nichols yea, Woody yea. Motion carried.

Employee Benefit Design Insurance Broker Dan Burns reviewed the renewal options for employee health insurance. Currently health insurance benefits are provided to full-time employees through Cox Health Systems HMO, Inc. Health insurance rates are based on a calendar year instead of a fiscal year. The renewal rate increase for the current plan was 39%. Cox Health Systems also proposed a new platform, Dual Solutions HMO 90, with similar features to the Library's current plan at a rate of \$304 per employee per month, \$0 deductible, \$1,000 out-of-pocket and \$20 office visit co-payment. This plan includes the Solution HMO 90/70 POS option. The Solutions HMO 90 plan would be a 9% increase from the current rate.

Funk moved to accept the Cox Solutions HMO 90 plan at a rate of \$304 per employee per month with Library employees having the option to choose the Cox Solutions HMO 90/70 plan and pay the increased cost via payroll deduction for the renewal period of 1/1/06-12/31/06. Nichols seconded. Funk yea, Guion yea, Jones yea, Mechlin yea, Montgomery yea, Nichols yea, Woody abstained. Motion carried.

Through October, the Library was 3.2% under budget. Journal entries were made to reclassify café expenses. Café deposits totaled \$3,623 averaging \$453 per day from November 1-8.

Income included first and second quarter state aid disbursements as well as Arts & Entertainment Tax receipts from the Missouri State Library, grant reimbursements from the Library Services and Technology Act (LSTA) for videoconferencing equipment upgrades, Customer Service for Teens training and computer security equipment. Miscellaneous Income included lending fees for large type books, meeting room meal fees, gift book donation for children's materials at the Brentwood Branch and receipts from the Price Cutter Community Bucks program.

Expenses included computer equipment and monitors from the Gates Foundation grant from Account 6415 Computer Hardware. Account 5232 Minor Equipment has a credit because café expenses were reclassified to Account 5399 Café 641 Expenses and Account 6420 Café 641 Furniture, Fixtures and Equipment.

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

Buildings and Grounds Committee: The committee is reviewing a draft of a cooperative agreement between the Library District and the Republic Public School District, which is based on the North Kansas City document. The proposed timeline for constructing the new high school is 2008-2009.

The five displays envisioning what a Center City Branch Library might look like were on display at the Library Center from November 10-14, 2005. Staff and patrons were urged to complete comment sheets, and Planning and Development Coordinator Carol Grimes will compile the results. The Buildings and Grounds Committee recommended not engaging the Drury University, Hammons School of Architecture, Center for Community Studies, for the spring semester.

Programs, Services and Technology Committee: Library card registrations decreased 11.8% with a total of 1,538 new cardholders in October. Registered library users decreased because of database clean-up of out-of-county patrons who had cards that expired 12/31/02 or before. Circulation decreased 1.6% with 242,384 materials circulating systemwide. Systemwide, 1,342 groups used the meeting rooms with an attendance of 10,289 and 296 programs were held with an attendance of 6,572. There were 656,965 searches from the Library's electronic products. The web server recorded a total of 318,836 page views by 54,760 visitors during the month of October.

Report of the Director: Café 641 opened on Tuesday, November 1. The response has been positive from both the public and staff.

The Library was closed on Veterans Day, November 11, for its annual Staff Development Day.

As part of succession planning, the Library is working with consultants Cal LeMon and Dale McCoy to identify traits necessary for Library leadership. In the first phase, staff took part in focus groups and interviews, and recently all staff was surveyed online about their ideas on this issue. The second phase in this year-long pilot project will begin in January when a Leadership Academy will be organized that will consist of selected staff with the best potential for growth. Mentors will be partnered with these employees, and they will meet monthly to work on skill sets, leadership techniques and tools.

In the month since the hours were reduced at the Midtown Carnegie Branch, there has been very few complaints, and staff were able to provide outreach to the neighborhood sites where children and youth are being served.

Board Education: District Reference Manager Donna Bacon reported on the services MOREnet provides to Library users. For an annual membership fee of \$12,000, the Library receives numerous services including Internet connectivity, technical support, training and access to approximately 50 online databases. If the Library was not a MOREnet member, online databases would cost \$100,140 annually and Internet connection costs from SBC would be approximately \$61,000. Training costs would be 50% higher if done locally, and an additional server would have to be purchased to provide Centra online tutorial software training for staff.

New Business: Mechlin moved to approve the revisions to the Library Fines Policy changing the maximum overdue fines for adult materials from \$3 to \$5 per item. Funk seconded. Funk yea, Guion yea, Jones yea, Mechlin yea, Montgomery yea, Nichols yea, Woody yea. Motion carried.

The Finance and Personnel Committee recommended revising the Executive Director's evaluation policy changing the evaluation process from January to June with the Finance and Personnel Committee presenting a report to the Board at the August meeting. Funk yea, Guion yea, Jones yea, Mechlin yea, Montgomery yea, Nichols yea, Woody yea. Motion carried.

Nichols moved to adjourn the meeting. Mechlin seconded. Funk yea, Guion yea, Jones yea, Mechlin yea, Montgomery yea, Nichols yea. Motion carried.

The meeting adjourned at 5:15 p.m.

Board of Trustees

Debbie Eckert, Business Office Manager