



**Springfield-Greene County Library Board of Trustees**  
**November 20, 2007**  
**Minutes**

The Springfield-Greene County Library Board of Trustees met on Tuesday, November 20, 2007, at the Library Center with President Stephanie Stenger-Montgomery presiding.

Members present: Leslie Carrier, Bruce Chrisope, Martha Crise, Gary Funk, Neil Guion, Cherri Jones, Stephanie Stenger-Montgomery, Rodney Nichols

Members absent: Morey Mechlin

Disposition of Minutes: Jones moved to approve the October 30, 2007, minutes. Chrisope seconded. Carrier yea, Chrisope yea, Crise yea, Funk yea, Guion yea, Jones yea, Montgomery yea, Nichols yea. Motion carried.

Finance and Personnel Committee: Auditor Rob Rebmann of Roberts, McKenzie, Mangan and Cummings presented the annual auditing report for the 2006-2007 budget year and gave the Library an unqualified opinion, the best rating a firm can give an organization. Net assets exceeded liabilities by \$9.4 million for the audited period.

The firm's management letter recommended that the Computer Services Department reconcile the asset inventory management report with the general ledger computer inventory account on a monthly basis to ensure all assets purchased are properly accounted for and recorded. It was also recommended that the Computer Services Department include shipping charges as part of the asset cost in the inventory management report.

The management letter recommended the Library closely monitor and limit the distribution of Library credit cards. It was also recommended that all credit card bills be accompanied by purchase orders and receipts clearly stating the business purpose of each purchase and that before payment, the bills are signed off as approved by a party other than to whom the credit card was issued.

The management letter recommended in order to maintain control over the Library's assets, a physical inventory of the fixed asset inventory listing be taken periodically to ensure the assets are being placed in service as intended.

The Library's response to the management letter will be e-mailed to the Board.

Funk moved to accept the 2006-2007 audit as presented. Guion seconded. Carrier yea, Chrisope yea, Crise yea, Funk yea, Guion yea, Jones yea, Montgomery yea, Nichols yea. Motion carried.

Through October, the Library was 6.3% under budget. Income included first and second quarter state aid disbursements from the Missouri State Library and an e-rate reimbursement for phone service from City Utilities for 2006-2007.

Expenses included October and November health insurance premiums from Account 5125 Health Insurance, office furniture for the Youth Services and Human Resources Departments and furniture for the Teen Spaces grant from Account 5232 Minor Equipment and Midtown Carnegie Branch roof repairs from Account 5371 Building Repairs. Account 6411 Office Furniture and Equipment included a standing workstation for the Library Center and furniture for the Strafford Branch. Account 6415 Computer Hardware included computer equipment for the Teen Spaces and the Community and Conflict, the Impact of the Civil War in the Ozarks grants.

The gross profit margin for Café 641 was 51.3% with total income of \$17,537.45 and expenses of \$16,433.30. The café net income was \$1,104.15.

Chrisope moved to accept the financial report. Jones seconded. Carrier yea, Chrisope yea, Crise yea, Funk yea, Guion yea, Jones yea, Montgomery yea, Nichols yea. Motion carried.

The Finance and Personnel Committee and Library Center staff interviewed four potential independent contractors interested in leasing the café. Carrier moved to authorize the Finance and Personnel Committee to enter into negotiations with the leading candidate to operate the café at the Library Center. Funk seconded. Carrier yea, Chrisope yea, Crise yea, Funk yea, Guion yea, Jones yea, Montgomery yea, Nichols yea. Motion carried.

Buildings and Grounds Committee: The Brentwood Branch Library appraised at \$1.2 million. Executive Director Annie Busch and Board President Stephanie Stenger-Montgomery will meet with Jerry Jared, owner of the Community Blood Center of the Ozarks, at 10 a.m. on November 29 to discuss a potential agreement on the building. The committee is also pursuing alternative sites.

Two focus groups were held with active users of the Brentwood Branch to pursue community response for the proposed tax levy increase. Because of growth and parking issues, it was the consensus of the focus groups to expand to a larger facility with more parking spaces, whether that is the Community Blood Center of the Ozarks building or another location within a reasonable distance of the current Brentwood Branch.

Programs, Services and Technology Committee: Circulation increased 9.8% with 308,909 materials circulating systemwide. Total branch traffic increased 5.5% with 147,381 patron visits. Systemwide, 1,928 groups used the meeting rooms with an attendance of 11,322. There were 477,380 searches from the Library's electronic products. The web server recorded a total of 832,400 page views by 96,050 visitors during October.

Report of the Director: The C. W. Titus Foundation, the Tulsa, Oklahoma, based organization that has funded special projects at the Library Center, Library Station and Midtown Carnegie Branch, will donate \$250,000 for the Park Central Branch. The funds will be used to buy furnishings, technology and décor for the branch. The Library will receive half of the funds this year and the other half next year.

Focus groups are scheduled at the following locations:

Republic Branch, Wednesday, November 28, 6:30 p.m.

Midtown Carnegie Branch, Thursday, November 29, 1:30 p.m.

Library Station, Wednesday, December 5, 5:30 p.m.

Branch managers provide names of library users for the focus groups. After the scheduled focus group meetings, staff will decide if more need to be planned.

The Board will schedule a study session prior to the December Board meeting to review the items for the proposed tax levy.

Board Education: Library Center Branch Manager Lorraine Sandstrom reviewed the strategic plan for the programming committee. The committee evaluated the quality versus the quantity of scheduled programs. Most paid program presenters are provided by grants from the Friends of the Library. Every branch has scheduled book discussion groups meeting during the day as well as evening discussions. The music programs are extremely popular. Geezerfest attracted more than 250 attendees. Staff also partner with outside agencies to present programs. The successful “Soul of a Poet” partnership with Missouri State University’s English Department promotes readings of their original works of poetry and fiction. The Library also participates in Missouri State University’s Public Affairs conference.

New Business: Rod Nichols was the employer representative at the LAGERS Annual Meeting on October 25-26 in Springfield. Nichols reported that LAGERS is a well-managed defined benefit program in which the Library pays the employees’ contributions. LAGERS reported an 18% investment return, \$4.1 billion in assets and a funded status of 96.1% for the year ended June 30, 2007.

Library Foundation Director Michelle Creed reported new officers for the Library Foundation are: President, Sherry Cook; vice president, Doug Lee and treasurer Gary Wells. She said that year-end assets on June 30, 2007, were \$278,609, an increase of \$46,650 from the previous year.

Crise moved to appoint Beau Barrett and J. Timothy Parrish to a three-year term on the Library Foundation Board of Directors with their terms expiring in 2010. Chrisope seconded. Carrier yea, Chrisope yea, Crise yea, Funk yea, Guion yea, Jones yea, Montgomery yea, Nichols yea. Motion carried.

Chrisope moved to adjourn the meeting to closed session to discuss a real estate proposal. Jones seconded. A roll call vote was taken. Carrier yea, Chrisope yea, Crise yea, Funk yea, Guion yea, Jones yea, Montgomery yea, Nichols yea. Motion carried.

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

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Board of Trustees

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Debbie Eckert, Business Office Manager