



**Springfield-Greene County Library Board of Trustees**  
**November 17, 2009**  
**Minutes**

The Springfield-Greene County Library Board of Trustees met on Tuesday, November 17, 2009, at the Library Center with Neil Guion presiding.

Members present: Kim Bartelsmeyer, Leslie Carrier, Martha Crise, Kenton DeVries, Cheryl Griffeth, Neil Guion, Vickie Hicks, Rod Nichols, David Richards

Library Foundation Board Treasurer Beau Barrett was introduced.

Disposition of Minutes: Hicks moved to approve the October 20, 2009, minutes. Griffeth seconded. Bartelsmeyer yea, Carrier yea, Crise yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Nichols yea, Richards yea. Motion carried.

Finance and Personnel Committee: Through October, the Library was 1.5% under budget. Year-to-date revenue totaled \$783,252 versus \$3,858,416 in expenses. Income included receipts from the following grants: U. S. Department of Education Missouri Parent Information Resource Center (MO-PIRC) and Library Services and Technology Act (LSTA) Digital Imaging, Young Adult Workshop, Summer Reading to Go, What's New in Children's Literature Training and Edge Technology Center Expansion.

Expenses included Staff Development Day expenditures and Digital Imaging Civil War grant travel expenses from Account 5331 Travel and Training. Account 5371 Building Repairs included a new roof at the Brentwood Branch, tree trimming at the Library Center, Midtown Carnegie and Brentwood Branches, and fire alarm system repairs from lightning damage at the Library Center. An insurance claim will be filed for repairs caused from the lightning damage. Account 5373 Office Equipment Repairs included Google applications and e-mail annual service contracts and the Resource Scheduler quarterly maintenance contract. Account 5394 Membership Dues included renewals for Urban District Alliance, American Society for Industrial Security (ASIS) and the Springfield Area Human Resources Association (SAHRA). Account 6411 Office Furniture and Equipment included furniture and flooring for the new Republic Branch and a security camera for the Willard Branch.

Finance and Personnel Committee Chair Rod Nichols recommended accepting the financial report. Bartelsmeyer yea, Carrier yea, Crise yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Nichols yea, Richards yea. Motion carried.

Auditor Rob Rebmann of Roberts, McKenzie, Mangan and Cummings presented the annual audit report for the 2008-2009 budget year and gave the Library an unqualified opinion, the best rating a firm can give an organization. The Between Friends Gift Shop activity was included in the audit since the gift shop is under the control of the Library. The Library Foundation was included as a component unit. Net assets exceeded liabilities by \$10, 441,764 for the audited period.

The firm's management letter noted that several invoices selected had not been completely marked as having been approved for payment. To strengthen controls over the Library's expenditures, auditors recommend that invoices presented for payment contain an approved signature/initial by an administrator prior to each invoice being processed and paid.

Information Technology Manager David Patillo will order additional licenses for the PaperWise document management software to allow individual logins for the Collection Services Department to electronically approve books and materials invoices.

Buildings and Grounds Committee: The tuck pointing on brick and stone at the Midtown Carnegie Branch has been repaired, and the roof repairs are almost completed.

One of the two Bookmobile air conditioners stopped working, and fortunately repairs will not be needed until next year. Staff will prepare a Request for Proposal (RFP) to get specific pricing for a new vehicle. Library Foundation Board Trustee Andrew Tasset will chair the fundraising efforts to pay for a new Bookmobile.

The electrical system was tested while the Library was closed on Veteran's Day to determine the reasons for recent lightning strikes. No definitive explanation was found; however, repairs were made to the light pole that was the entry site of the last strike.

An amendment to the Republic Branch lease is being prepared outlining the amount and date lease payments will begin.

A strategic planning meeting for the Board will be scheduled in January. The Board will discuss priorities for facilities, services, staffing, collections, technology and maintenance to be included in the next five-year strategic plan.

Programs, Services and Technology Committee: Training Coordinator Jazy Mihalik gave an overview of public and staff training at the Edge as part of the strategic planning reports. The committee will present a condensed report as part of the Board education at a future Board meeting.

Circulation in October increased 1.2% with 325,802 materials circulating systemwide. Total branch traffic decreased 4.2% with 162,897 patron visits. The Republic Branch had limited service while transitioning to their new facility. Systemwide, 1,847 groups used the meeting rooms with an attendance of 10,557. There were 225,856 searches from the Library's electronic products. The Web server recorded a total of 1,461,211 page views by 85,598 visitors during October.

Report of the Director: The grand opening of the new Republic Branch facility was held on Saturday, October 31. Presiding County Commissioner Dave Coonrod presented the Library with a resolution. To date, the Library Foundation's Buy-a-Book fund-raising campaign totaled \$875. A recent edition of the *Springfield Business Journal* pictured Branch Manager Kim Flores at the new Republic Branch.

On November 7 the Library Center celebrated 10 years of operations. Several Board members serving during that time period attended the anniversary activities. To date, the Library Foundation's \$10 for 10 years fund-raising campaign totaled \$295.

The Friends of the Library had a successful Fall Book Sale in October with sales totaling more than \$105,000.

Executive Director Regina G. Cooper, Human Resources Manager Lori Strawhun and Business Office Manager Debbie Eckert attended the Missouri Local Government Employees Retirement System (LAGERS) annual meeting. At June 30, 2009, the system had a funded status of 80%. Staff appreciates the defined benefit plan provided for the full-time employees.

Cooper attended the True North 2009 Enrichment Series for women. The series included presentations on nonverbal communication and getting organized.

Trustee Leslie Carrier, Associate Director of Public Services Jim Schmidt and Regina Cooper attended the Turning the Page advocacy training in St. Louis sponsored by the Bill and Melinda Gates Foundation.

Historian Brian Grubbs recently discovered 207 pages of documents to add to the Community and Conflict Web site at Navarro College in Corsicana, Texas.

Brentwood Branch Children's Department Manager Erin Gray gave a lecture on Laura Ingalls Wilder's *Little House on the Prairie* books prior to the performance of the musical at the Juanita K. Hammons Hall for the Performing Arts.

Staff Development Day was held on Columbus Day, October 12. Staff expressed their thanks and appreciation for the opportunity to attend Veterans' Day activities with their families.

Cooper will participate in the *Springfield Business Journal's* 12 People You Need to Know in 2010 program as well as the Community Advisory Council for the Junior League of Springfield.

November programs included the Reading Pals program at the Republic Branch and the First Friday Art Walk at the Park Central Branch.

Community Relations Director Kathleen O'Dell featured the United Way 2-1-1 resources in her *News-Leader* column on November 15. In 2008, Greene County calls to 2-1-1 totaled 1,066 and so far in 2009 the Call Center has received 2,187 calls.

The job kiosk located at the Midtown Carnegie Branch has been used by 3,714 patrons.

Board Education: Youth Services Coordinator Nancee Dahms-Stinson reviewed the SWOT analysis for the programming strategic planning committee. She highlighted the strengths, weaknesses, opportunities and threats for programming as well as reviewed the committee's goals. The Library has strong programming partnerships with community agencies and businesses. Funds for many programs are provided through grants from the Friends of the Library, Library Foundation, Missouri State Library and other grant opportunities. Only a small portion of the Library's budget is designated for programming. Goals include developing tools to determine community needs and for collecting feedback from audiences, presenters and partners. The committee will also determine what statistics and program information is needed to provide richer reports for administration, Board and stakeholders. Reports and statistics collected are also used when applying for grants.

New Business: Chair Rod Nichols reported the Finance and Personnel Committee met with Jeff White, representative from 1<sup>st</sup> Choice Employee Benefit Solutions, to review health insurance premium renewals for the Library's partially self-funded plan. Third party administrator HCC Life was the low bidder with their proposal including a 5.44% increase. Dental insurance will remain with Delta Dental. Carriers will not quote rates until the end of October to allow collecting 10 months of claims history. However, next year the Finance and Personnel Committee will begin reviewing current year data at its September 2010 meeting.

The Finance and Personnel Committee recommended accepting the bid from third party administrator HCC Life for 2010 health insurance benefits. Bartelsmeyer yea, Carrier yea, Crise yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Nichols yea, Richards yea. Motion carried.

Trustee Leslie Carrier reported on the Turning the Page advocacy training sponsored by the Bill and Melinda Gates Foundation. Librarians, trustees and Friends of the Library members from Missouri, Hawaii and Vermont attended the training. Carrier emphasized that trustees should have an "elevator" speech ready with talking points about some of the great things happening at the Library. She suggested staff relate stories about how the Library has made a difference to patrons. A system will need to be developed for these talking points.

Carrier moved to adjourn the meeting. Nichols seconded. Bartelsmeyer yea, Carrier yea, Crise yea, DeVries yea, Griffeth yea, Guion yea, Hicks yea, Nichols yea, Richards yea. Motion carried.

The meeting adjourned at 5:15 p.m.

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Board of Trustees

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Debbie Eckert, Business Office Manager