



**Springfield-Greene County Library Board of Trustees
November 19, 2013
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, November 19, 2013, at 4:00 p.m. at the Willard Branch Library, 304 E. Jackson Street, Willard, 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:	Absent
Steven Ehase, Member:	Present
Vickie Hicks, Member:	Absent
Andrea McKinney, Member:	Absent
Michelle Moulder, Member:	Present
David Richards, Member	Absent

Guests: Rob Rebmann, Roberts, McKenzie, Mangan & Cummings; James Hagey; Dean Smith; and Chaniqua Crook, Drury University student

The President of the Board of Trustees called the meeting to order; there was not a quorum.

Disposition of Minutes: The minutes of the October 15 meeting were not approved due to no quorum. The minutes of September 17 meeting were not reapproved with corrections due to no quorum.

Finance and Personnel Committee: Auditor Rob Rebmann of Roberts, McKenzie, Mangan and Cummings presented the annual audit report for the 2012-2013 budget year that includes financials of the Library, Gift Shop, and summary of the Foundation. Rebmann thanked Cooper, Wyly, and her staff for their hard work and preparing for the audit throughout the year and commended the Library for engaging an independent CPA to review its monthly financial reports. Pages 1 and 46 provide the reports on letterhead and conclusions of the audit. Also included is the Management Discussion & Analysis which includes information provided by management giving the highlights and comparison from last year's audit. The two signed reports from the auditors indicate the financials and the internal controls reflect no significant deficiencies and are clean reports. Rebmann highlighted pages 8 and 9 that convey that the district is in a strong financial position. A PDF copy of the audit will also be provided.

Jeffries reported for the Finance-Personnel Committee. With 33.3 percent of the fiscal year elapsed, the Library was 7 percent under budget. Year-to-date revenues totaled \$752,106.15 versus \$3,906,834.47 in expenses. In December the Library should start receiving current tax checks. The first of two State Aid payments of \$68,793.50 was received. Salaries were at 31.8 percent and LAGERS is still low due to the timing of the payments. Health and insurance claims are doing well, which will benefit the Library this year and next. Total expenditures vs. total budgeted tax revenue is 1 million and a half more than tax revenue. Recommend that the Library keep any eye on this so that it does not skew the budget.

Buildings and Grounds Committee: Ehasz reported:

- Allen Woody is leaving after serving as Facilities Manager for 11 years.
- Procedures have been put into place for securing the restroom at the Park Central Branch.
- Two heat exchangers were recently replaced at the Library Center. The purchase of a hoist last summer greatly helped in keeping the project to only one day and therefore saving on labor costs.
- The lot at the Library Station was striped last month.
- The ceiling at Panera Bread was leaking and has been fixed. The Library owns the building and leases it to Panera.
- Part of the physical changes at Midtown now include painting and updating to the new Reference Manager's office.

Programs-Services-Technology Committee: Moulder reported:

Excellent presentation by Krissy Sinor, Training Coordinator, about the Edge Community Technology Center and all of the opportunities available. Sinor is scheduled to provide a presentation to the full board at the December meeting.

Report of the Director:

- The Friends of the Library's Fall Book Sale grossed \$125,218.74. These funds support programs, concerts, the Summer Reading Program, branch needs and many other services for the Library District including the \$300,000 pledge toward the Brentwood Branch renovation campaign.
- We continue to fill our open Branch Manager positions. Erin Gray has been named the Republic Branch Manager. Erin has been with the Library District for the last 10 years working in various capacities, most recently as a Collection Development Librarian.
- Kristin Bennett has accepted the position of Park Central Branch Manager. She holds a Master of Library and Information Science degree from the University of Missouri and will be moving to Springfield from Washington, Mo.
- We are currently accepting applications for Branch Manager positions at the Library Center and Ash Grove / Willard branches.
- Facilities Manager Allen Woody is retiring after 11 years with the Library. So we are currently accepting applications for someone to head up the Building and Grounds Department. B&G staff member Jim Amos will lead the department in the interim.
- A retirement reception for Library Center Branch Manager Lorraine Sandstrom is planned from 4-6 p.m. Wednesday, Dec. 4, in the Library Center auditorium. Lorraine will retire effective Dec. 4 after working 27 years with the Library District.
- Beginning Jan. 1, staff will be required to do eight hours of job shadowing/staff rotation

annually in a department or branch where they do not work. The eight hours can be spread among various locations. This requirement is to help staff learn about other positions in the Library and develop a better understanding of the variety of work done throughout the district.

- The Digital Device Team is developing a class to teach folks how to use their smart phones. A request for this class was expressed at one of our recent Food for Thought library programs.

Foundation Update: Richardson reported foundation has \$124,808.98. The foundation has \$201,000 in pledges from the Friends of the Library and a private donor. The “First to Know” event on November 1 was successful. Future events are scheduled for January 23 at 5:30 p.m. and February 20 at 7:30 a.m. Foundation board has recommended to leave funds in cash account at Community Foundation of the Ozarks. Steering committee is working on presentations including Empire Bank, Darr Family Foundation, Blue Current and O’Reilly Foundation. Richardson encouraged all board members to donate. Although normally scheduled every other year, an audit will be scheduled next year. Assets are \$25,000 higher than last year.

Public Comment: Mr. James Hagey from Willard shared that the library has done a lot of things for him including acquiring materials through MOBIUS, interlibrary loan, and book suggestions. He wondered if the process for processing a new book could be more efficient due to the fact that it can take three weeks or longer. DeVries thanked Mr. Hagey for bringing it to the board’s attention and that the board will get input from staff.

New Business: Human Resources Manager Lori Strawhun presented the information from the Finance-Personnel Committee meeting on health care costs for 2014. The committee recommended approval of slightly over \$1,000,000 for health care costs for 2014 and continue to offer benefits in a nearly identical format as 2013. Due to the lack of quorum, Cooper will e-mail a condensed health care summary to all board members for unanimous approval via e-mail early tomorrow.

Miscellaneous Items: The board recognized Facilities Manager Allen Woody for his 11 years of service and retiring Library Center Branch Manager Lorraine Sandstrom for her 27 years of service.

There being no quorum, the board did not go into closed session.

The meeting adjourned at 4:43 p.m.

Board of Trustees

Planning & Development Librarian