



**Springfield-Greene County Library Board of Trustees**  
**November 15, 2016**  
**Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, November 15, 2016, at 4:00 p.m. at the Library Station, 2535 N Kansas Expressway, Springfield, Missouri. Members of the Board of Trustees were present or absent as follows:

	<b><u>Present/Absent</u></b>
Andrea McKinney, President and Member:	Present
Michele Risdal-Barnes, Vice President and Member:	Present
Bill Garvin, Secretary and Member:	Present
Matthew Simpson, Treasurer and Member:	Present
Steven Ehase, Member:	Absent
Derek Fraley, Member:	Present
James Jeffries, Member:	Present
Catherine Moore, Member:	Present
Ashley Norgard, Member:	Absent

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

Disposition of Minutes: The minutes of the October 18, 2016, meeting were reviewed. Risdal-Barnes moved to approve the minutes of the regular session board meeting of October 18, 2016; Simpson seconded. McKinney yea, Risdal-Barnes yea, Garvin yea, Simpson yea, Fraley yea, Jeffries yea, Moore yea. Motion carried.

Standing Committees:

Finance and Personnel Committee: Fraley reported for the Finance-Personnel Committee that met on November 14.

A third of the year has elapsed. Year to date total revenue is \$488,748. A new document entitled A Monthly Budget Summary (Excluding Foundation Distributions for BWD Project) was distributed to the Board this month. That allows the Board to look at the regular operating expenses and compare that to previous/future years while ignoring the “noise” present in the financials due to the BWD renovation project. Fraley pointed out an error on the Monthly Budget Summary for October 2016 concerning the Current Taxes and Delinquent Taxes line items. The \$107,670.60 reflected on the Current Taxes line has since been moved to the Delinquent Taxes line due to a coding error discovered this month. Taxes received from July through November are automatically considered Delinquent Taxes and should not have been reflected in the Current Taxes line item. Fraley also noted this does not change the bottom line of total taxes received year to date of \$137,280.42. In other revenue categories, we are doing well. Passport revenue is falling behind but passport revenue is seasonal and is expected to increase again in the spring. State aid is always a question mark. Cooper interjected that she did draft a letter today to be sent to Governor Nixon pointing out that since general revenue for Missouri is up, wouldn’t it be nice if the Governor released the money currently being withheld from libraries. Fraley reported on the expense side excluding the BWD expenditures we are doing quite well. We are tracking well on personnel. In the category of Operating and Maintenance, we have spent about half of the earmarked funds for minor

equipment but that is a small percentage of the category total. Fraley pointed out that grant income will be marked up in the spring and telephone expenses will be offset by an E-rate reimbursement coming in the future. On the balance sheet we are in a healthy cash position. Discretionary expenditures to this point in the year are very miniscule. Fraley proposed that no formal correction be made to the distributed Monthly Budget Summary since the error made between Delinquent and Current tax categories did not change the bottom line of tax revenue. The correction has been made and will be reflected moving forward.

Buildings and Grounds Committee: Jeffries reported for the Buildings and Grounds Committee.

The Buildings and Grounds Committee met on November 8 and discussed the following items:

- At the Library Station, routine fumigation was recently completed. The space underneath the back stairs behind the building is being enclosed to prevent people from sleeping/hiding down there.
- At the Ash Grove Branch, the awning was recently repainted and a new sign posted for the community room.
- At the Park Central Branch, the water meter was broken for a period of time unbeknownst to us and has since been repaired by City Utilities. Per contract, we owed for the months during which the meter was broken. City Utilities estimated our charges at \$825 and replaced the faulty water meter. We have since paid the bill.
- As a district, the collection services staff has searched diligently for the perfect shelving to purchase for our Dewey Lite project. However, it has been difficult to find the perfect configuration so staff are now investigating constructing the desired furniture in-house instead.
- At the Schweitzer Brentwood Branch, the old shelving from Brentwood has been completely refurbished and is being reinstalled in the new configuration. This process has produced a huge cost-savings for the district. We are still on track to take possession of the building on December 1st. AT&T recently moved the guy wire that was holding up progress on the drive-thru lane and work is now proceeding. Cooper showed photos from the custom glass mobile made by local artists at Hot Glass to be installed in the children's department. Another custom glass piece will be added to the entryway. Those local touches are a great feature of the new branch. The donor wall will be installed to the left of the entrance. It will be a bit different than originally planned as the Steering Committee had ongoing concerns about donor plaques. Just over \$65,000 of the \$100,000 contingency fund has been spent on the project.

Programs-Services-Technology Committee: Risdal-Barnes reported for the Programs-Services-Technology Committee.

At the meeting, a presentation about Passport services was made by staff from the Library Center reference department. We learned many details about the Passport acceptance process at the library including: how we became a U.S. Passport Acceptance Facility in the first place, what procedures are required, the staffing needs, and the number of regular inquiries made by interested patrons. The presentation was quite comprehensive and nicely done. A smaller version will be presented to the full Board of Trustees at our regular December meeting as board education.

Report of the Director:

- Sales at the Friends of the Library fall book sale totaled an amazing \$129,476 dollars. As a result, the Friends have made their final pledge payment of \$100,000 toward the Renew Brentwood campaign.
- The Library has been notified that we were selected to receive \$1,000 from the Grow Your NoveList Usage Grant Program. Reference Department staffs will be presenting a public "Books Make Great Gifts" program.
- Regina recently attended the Agency Partners Investment Educational Session at the Community Foundation of the Ozarks to learn about CFO's investment pool. Both the Library District and the Foundation have funds invested through the CFO. Prime Buchholz of Portsmouth, N.H., handles the investments for CFO. The best part of the presentation was learning about what the CFO's investments are worth and how they are trending.
- The Library has once again been named a Library Journal Star Library for 2016. The Library

District was named a three-star library in the \$10 million-\$29 million category for five measures: library visits, circulation, program attendance, public Internet terminal use and a new category—electronic circulation.

- The National Society of the Daughters of the American Revolution has notified the Library District that the Local History and Genealogy Department will receive the DAR History Award Medal in the spring. The medal is in recognition of contributions that significantly advance the understanding of our nation's past through the study and promotion of an aspect of American history. The Rachel Donelson Chapter (located in Springfield) of the DAR submitted a dossier to the national organization nominating the Local History and Genealogy Department and specifically mentioned the digitization projects made available on the Internet. The award has been given since 1981 and this is only the fifth time it has been awarded to a group as opposed to an individual. The historian of the Rachel Donelson Chapter will alert us when it is appropriate to make a public announcement about the award.
- The American Library Association Public Programs Office requested information from Fair Grove Branch Assistant Julie Burch about her Art Abandonment program. The information will be available on the website ProgrammingLibrarian.org, a place for library professionals to share, learn and be inspired to present excellent programming for their communities.
- Library Center Youth Services Manager Sarah Bean Thompson has been asked to serve on the 2018 Odyssey Committee. This is a joint committee for the Association for Library Service to Children (ALSC) and the Young Adult Library Services Association (YALSA) that selects the best audiobook of the year.
- A former employee of the Library District and of MOBIUS sent an email to both groups recently as a Missouri library patron. "It is so easy to take MOBIUS for granted...In the last year, I have used it for work, for pleasure reading and even for my son to perform research on dinosaurs. I talk to other librarians from other parts of the country and they are extremely jealous of what I can so easily take for granted here. The service certainly is special...it is a lifeline for me." The per-transaction cost for Mobius is .68 cents which is much cheaper than traditional interlibrary loan.
- Strafford Branch Manager Whitney Austin recently shared a comparison of usage statistics for study spaces at the Strafford branch. Over a three month period in 2015 there were nine uses of rooms by 45 people. During that same period in 2016 there were 87 uses of the new rooms by 223 people. Adding space to the Strafford Branch Library in February 2016 that included a new community room and three study rooms proves the old adage "if you build it, they will come."

#### New Business:

Cooper asked that a revision to be made to the Library's General Conduct Policy. Copies of the draft revision were distributed to the board. The revision would change the line prohibiting Intoxication or use of tobacco, alcohol or controlled substances to include electronic nicotine delivery systems. The rationale for the revision stems from the fact that the Federal Drug Administration (FDA) has recently started exerting control over this issue. The proposed wording is consistent with recommendations from the FDA. We have trouble from time to time enforcing the current policy. At times patrons are confused when electronic nicotine delivery systems have been used inside our facilities. Smoke from traditional cigarettes looks very similar to vapors from electronic nicotine delivery systems and patrons have expressed concerns. Now that the FDA is exerting control in this area, we are proposing this addition prohibiting the use of electronic nicotine delivery systems be added to our general conduct policy. Fraley presented a motion to approve the addition to the Library's general conduct policy prohibiting electronic nicotine delivery systems. Garvin seconded. McKinney yea, Risdal-Barnes yea, Garvin yea, Simpson yea, Fraley yea, Jeffries yea, Moore yea. Motion carried.

#### Miscellaneous Items

Cooper asked for the board's permission to update the Library's approved signers on all of our Guaranty Bank accounts to add Melissa Davis as part of her new role as the Library's Business Office Manager. Jeffries moved to approve the addition of Melissa Davis as an authorized signer on Library accounts at

Guaranty Bank. Risdal-Barnes seconded. McKinney yea, Risdal-Barnes yea, Garvin yea, Simpson yea, Fraley yea, Jeffries yea, Moore yea. Motion carried.

Retirement Recognition

- Becky Raney was recognized by the Board for her 30 years of service as a library employee. Becky started her career at the library on May 19, 1986. When asked what the biggest changes were during her thirty years of service, Becky pointed out the changes in staff through the years as well as the increase in electronic processes.
- Gail Gourley was recognized by the Board for her 40 years of service as a library employee. Gail has served in many roles at the library through the years with the most recent being the meeting room coordinator at the Library Center. Gail expressed her love for the library and all of the jobs she had held through the years. According to Gail, her most notable accomplishment was installing over thirty-two miles of copper and fiber in the walls of the Library Center during construction.

Foundation Update:

Valerie reported good news for the ReNew Brentwood campaign. We are very close to reaching the \$2.5 million goal! There's only \$7,500 left to raise, and with a couple of verbal pledges outstanding hopefully by the end of this week, we will wrap it up.

Other Business:

Fraley pointed out that the Library's annual audit report for 2015-2016 has been pushed back to the December 12 Board of Trustees meeting due to the complicated timing of GASB reports coming back from Lagers concerning our retirement plan.

Adjournment: There being no further business, Simpson moved to adjourn the regular session; Moore seconded. McKinney yea, Risdal-Barnes yea, Garvin yea, Simpson yea, Fraley yea, Jeffries yea, Moore yea. Motion carried.

The regular session was adjourned at 4:45 p.m.

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Board of Trustees

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Business Office Manager