



**Springfield-Greene County Library Board of Trustees  
October 18, 2011  
Minutes**

The Springfield-Greene County Library Board of Trustees met on Tuesday, October 18, 2011, at the Library Center with David Richards presiding.

Members present: Martha Crise, Kenton DeVries, Cheryl Griffeth, Vickie Hicks, James Jeffries, Kim Kollmeyer, Jim Meadows, David Richards

Member absent: Leslie Carrier

Disposition of Minutes: Hicks moved to approve the September 20, 2011, minutes. Crise seconded. Crise yea, DeVries yea, Griffeth yea, Hicks yea, Jeffries yea, Kollmeyer yea, Meadows yea, Richards yea. Motion carried.

Finance and Personnel Committee: Through September, the Library was 2.8 percent under budget. Year-to-date revenues totaled \$659,903 versus \$2,685,942 in expenditures. Operating cash through the end of September totaled \$3,421,074. Account 4102 Tax income for September was \$46,871 from delinquent taxes. Account 4410 Grant income is at 60.5 percent for the fiscal year (significantly ahead). (Offsetting expenditures for grants appear in the expense categories.) Account 4990 Miscellaneous Income includes \$53,000 from United Way 2-1-1. In expenses, Account 5111 Salaries is at 25.9 percent with three pay periods in September. Account 5126 Health Insurance Claims are under budget at 18.5 percent. Account 5229 Miscellaneous Operating/Programming expenses are at 50 percent because of MO-PIRC and Summer Reading grant expenses (offset in the Grant Income side.) Account 5321 Telephones shows a credit because of the E-rate payments made early in the fiscal year. Account 5351 Insurance will regularize as certain policy premiums were paid early in the fiscal year. Account 6411 Office furniture & equipment is at 162.5 percent because of expenses incurred on the Jordan Valley Community Health Center Library project and reimbursed under grant income. The Reserve Account is at \$88,513 accumulated over the last two years of unexpended contingency and proceeds from the sale of the bookmobile and the Library Express vehicles, minus fees paid for architectural services on the Brentwood Branch renovation. The investments still list a 6/30 value and will be updated after audit. Business Office staff will provide more frequent reports (monthly or quarterly) on their value over the course of the next year.

Cooper reported that the Republic facility lease will require an amendment to change the Lessor to accurately reflect the titled property holder, and on the advice of Trustee Jeffries, she suggested and the committee agreed to recommend to the board that title insurance be purchased to protect the Library's leasehold interest. The one-time premium is \$650; on the committee's recommendation the board agreed to the expense.

The committee will have an update in November on the executive director evaluation process.

Buildings and Grounds Committee: Meadows reported that bids are out for a new city delivery vehicle. The Friends of the Library agreed to grant \$30,000 for replacement of the van; it will be a white Ford F-350 with the Library and Friends logos.

Invisatred was applied to the outside tiles at The Library Center for \$5,000 to reduce slip and fall hazards. The application should last for two or three years and in the short term is much cheaper than replacing tiles.

The Brentwood Branch will begin with HVAC replacement using an Energize low-interest (2 percent) loan payable over 10 years. This part of the project can begin right away and will free up funds for other aspects of the project.

The committee recommended not to expand the Between Friends Gift Shop at The Library Station due to the cost of the project versus the volume of sales.

Programs, Services and Technology Committee: Hicks reported the board will take a field trip to the Jordan Valley Community Health Center soon to look at the facility.

Circulation in September decreased 3.9 percent from September 2010, with 311,383 materials circulating systemwide. Total branch traffic increased 3.1 percent from September 2010, with 172,582 patron visits. Systemwide, 1,672 groups used the meeting rooms, with an attendance of 8,483. There were 433,105 searches from remote use of the Library's electronic products. The Web server recorded a total of 1,471,869 page views by 68,833 visitors during September.

Report of the Director: Executive Director Regina Greer Cooper reported that Staff Development Day was held on October 10. Eleven staff members celebrated their 25<sup>th</sup>, 30<sup>th</sup> and 35<sup>th</sup> anniversaries. Board member Kenton DeVries had lunch with those 11 staff members and presented them with congratulations and a gift. The six core values of synergy, excellence, respect, values, innovation, confidence and empowerment were the focus of the day's experiences.

Administrative Staff held a retreat on September 22 and brainstormed on the evaluation and feedback process for both horizontal and vertical input.

Supervisor training this month featured a webinar based on the new book, "Be a Great Boss."

The Business Office is at full staff once again with the addition of Beth Dawley, who formerly worked in circulation at The Library Center.

Library staff members gave 10 presentations at the Missouri Library Association meeting in Kansas City October 5-7.

Library Foundation Director Michelle Creed resigned her position effective October 7. After meeting with some community fundraising professionals, Cooper and Human Resources Director Lori Strawhun created a new job description and the position will be posted soon.

Memorial contributions to the Brentwood fund have totaled approximately \$2,500 in September.

Banned Books week was a success, including programs with Sarah Ockler.

The Friends of the Library Fall Book Sale is this week. Planning and Development Librarian Gay Wilson reported that the preview sale netted over \$18,000 in sales, which was down a little from the April sale.

Board Education: Computer Assistant Trint Williams presented an informational session on e-books, particularly the increasingly popular Kindle e-readers, which the Library's e-book platform Overdrive now supports. He anticipates a growing group of Kindle users in his classes, which have already grown to over 60 participants. Williams talked about the advantages and disadvantages of the different screen types and demonstrated the process of downloading a library e-book through Amazon. He also noted to the board that the

reference staff are trained on e-readers and are happy to give individual attention to any patrons that need assistance.

[Hicks left the meeting.]

New Business: Cooper and Associate Director Jim Schmidt presented the “Diversity Program Guidelines for DBEs, MBEs and WBEs: Commodities, Services and Construction” obtained through the Chamber of Commerce. The intent is to give minority-owned businesses the opportunity to participate in the bidding process, and also to make our job opportunities known to as many different diverse groups as possible. The board asked about possible quotas, reporting requirements and other concerns; Schmidt acknowledged that all the entities had the same legal concerns, but the guidelines do not stipulate any number requirements or other benchmarks and are only an effort to make the community more welcoming. Crise moved to adopt the Diversity Program Guidelines. Kollmeyer seconded. Crise yea, DeVries yea, Griffeth yea, Hicks yea, Jeffries yea, Kollmeyer yea, Meadows yea, Richards yea. Motion carried.

Human Resources Director Lori Strawhun presented an update on the health insurance bids. The Finance-Personnel Committee met with Jeff White from First Choice Administrators. To summarize, costs are high and going up; White continues to negotiate bids down. With the current provider, the bid for dental insurance for full-time staff is up about \$12,000. The Finance-Personnel Committee agreed to recommend a maximum expense of \$900,000, which takes into consideration approximately \$100,000 in employee-elected / employee-paid premiums. Strawhun confirmed that final health insurance bids will not be ready until the second week in November, and then open enrollment would be the first few weeks in December. DeVries moved to approve the budget maximum on health insurance premium at \$900,000. Jeffries seconded. Crise yea, DeVries yea, Griffeth yea, Hicks yea, Jeffries yea, Kollmeyer yea, Meadows yea, Richards yea. Motion carried.

Strawhun reported that she is working on the drafts of the revised Executive Director evaluation forms for the administrative staff and the board and will have it ready for the next Finance-Personnel Committee meeting.

Miscellaneous: Meadows will not be able to attend the annual Lagers meeting; Kollmeyer volunteered to attend as the employer representative.

The meeting adjourned at 5:10 p.m.

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Board of Trustees

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Director of Business Operations