



**Springfield-Greene County Library Board of Trustees  
September 16, 2014  
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, September 16, 2014, at 4:00 p.m. at the Brentwood Branch Library, 2214 Brentwood Boulevard, Springfield, Missouri. Members of the Board of Trustees were present or absent as follows:

**Present/Absent**

James Jeffries, President and Member:	Present
Michelle Moulder, Vice President and Member:	Present
Steven Ehase, Secretary and Member:	Present
Andrea McKinney, Treasurer and Member:	Present
Kenton DeVries, Member:	Present
Kim Kollmeyer, Member:	Absent
David Richards, Member:	Present
Michele Risdal-Barnes, Member:	Present
Matthew Simpson, Member:	Absent (arrived later)

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

Disposition of Minutes: Risdal-Barnes moved to approve the minutes of the regular session of August 19, 2014; DeVries seconded. DeVries yea, Ehase yea, Jeffries yea, McKinney yea, Moulder yea, Richards yea, Risdal-Barnes yea. Motion carried.

Standing Committees:

Finance and Personnel Committee: The August 2014 financial statements were presented. With 16.7 percent of the 2014-2015 budget year elapsed, the Library was 2.0 percent under budget, ending the month with \$4,638,435.75 cash. Year-to-date revenues were \$277,601.20, which was 2.1 percent budgeted, and therefore slightly behind last year. Telephone expenses were high due to the Morenet annual payment. Expense account 5371 Building Repairs had a credit in August due to the payout of an insurance claim on the hail damage to Library Center skylight. Total current assets were at \$5.9 million.

Buildings and Grounds Committee:

- The Library Center Local History Department storage area refurbish was almost complete.

- There are plans to update the furnishings in Reference and Local History at the Library Center.
- The skylight at the Library Center will be repaired either on Columbus Day (October 13, 2014) or Veterans Day (November 11, 2014).
- Some irrigation lines were cut and will be replaced at the Library Center.
- There were bubbles in the carpet at some branches, and the Buildings and Grounds department was looking into ways to mitigate.
- The Ozarks Literacy Council agreement was renewed at the Midtown Carnegie Branch.
- Restroom repair will be done at the Midtown Carnegie Branch where incorrect upstairs drainage has caused leakage into the Edge Community Technology Center.
- The Library Station had a skunk that was captured by Buildings and Grounds and released into a remote field.

Programs-Services-Technology Committee: Richards reported that the committee met on September 10, 2014 and had a tour of the Library Center by Branch Manager Jessie Alexander-East. The committee was briefed about statistics, purchases, and needs for the future. Two staff members have been appointed to the committee, Library Center Branch Manager Jessie Alexander-East and Collection Services Manager Lisa Sampley.

Report of the Director:

- The patron survey will be sent out to about 56,000 patrons with email addresses. The purpose of the survey is to gather input from users to help the Library create a strategic plan for 2016-2020. Beginning on October 1, iPads with the survey will be placed at all locations for one month for patrons to walk in and take the survey. It will also be made available on the website, and a link will be provided in the Library Newsletter.
- The Administrative Staff has a retreat scheduled for September 25 from noon to 5 p.m. Staff will brainstorm ideas for the strategic plan.
- On Staff Development Day, October 13, there will be a session when all staff will have an opportunity for input into the plan. The staff will be divided into groups and each group will have a facilitator/recorder. Ideas from each group will be given to Administration for review and potential inclusion in the strategic plan.
- Midtown-Carnegie Branch Manager Eva Pelkey and Cooper recently met with Springfield Regional Arts Council members to discuss a project for fireplace mantle decoration. The Arts Council will solicit local artists who would like to display their work above the mantles on a quarterly basis. Information about purchasing the art will also be displayed, and if a sale is made, the artist will donate 10 percent of the sale to the Library and 10 percent to the Arts Council. The project name is “The Mantles at Midtown.”
- The Adstaff team agreed to suspend the Food for Fines promotion this year. The Library may take up the cause again in the future or do another promotion in lieu of Food for Fines.
- The Midtown Carnegie and Park Central Branches and the Mobile Library are making postcards available to help promote a hub where families can get information on services that meet their early childhood needs. The hub is a community partnership called the Early Childhood One Stop Shop.
- Last year, 17,945 unique devices accessed the Library District’s WiFi available at all branch locations. For the first time, the devices included an automobile.
- All of the individual library branch Facebook pages have been merged into one page for the entire district under the Library’s existing district page, [facebook.com/thelibrary.org](https://www.facebook.com/thelibrary.org). A

Social Media Committee coordinates and writes all postings, with suggestions from all Library staff.

- On August 20, 2014, the Library hosted a visit from a program officer from the Institute of Museum and Library Services offices in Washington, D.C., the federal agency through which LSTA funds are administered. Staff showed the results of the grants that funded the Over There World War I digitization project, the Raspberry Pi grant, the Media Lab at The Edge and the Racing to Read early literacy program.
- The Business Librarian position has been eliminated and replaced with district-wide references services. The Library Center Branch Manager Jessie Alexander-East will be attending The Network.
- Administrative Staff monthly meetings have been moved from 8:30 a.m. to 10:00 a.m. on the first Thursday of the month so Foundation Director Valerie Richardson and Cooper can attend the monthly Springfield Area Chamber of Commerce Good Morning Springfield events.
- The Library received a City Council tax abatement hearing notice for the Cherry Street Flats development for September 22, 2014 at 6:30.

Foundation Update: Foundation and Development Director Valerie Richardson reported on the status of the Brentwood Capital Campaign. Richardson requested information on contacts that board members may have at local businesses and corporations from a list she provided. The board requested that she send talking points. The NAP tax credit application is due October 1. A marketing plan for the media stage of the Brentwood capital campaign will be developed in the next 4 to 6 weeks. Library staff has donated about \$7,500 through payroll deductions and other fundraisers. In order to go to the public phase, the campaign needs to reach 75 percent, so \$500,000 is needed in the next three to six months.

[Matthew Simpson arrived at the meeting.]

Board Education:

Youth Services Coordinator Nancee Dahms-Stinson presented information to the board on the 2014 Summer Reading Program, Fizz Boom Read, a science theme, which was very popular. The Tiny Tots grew 22 percent from 2013 to 2014. There was a slight decrease in overall participation. Outreach is still a major component. The Library partnered with several outside agencies and organizations on programs. Adult summer reading participation saw a big increase, with 11,000 books read and 133 reviews submitted.

Outreach Services Manager Allison Eckhardt presented information to the board about Summer Reading to Go. The program has been done for the last 9 years. This year, there were over 6,000 participants at 116 locations. The program is funded each year primarily by a Library Services and Technology Act Grant. At some sites, Library staff conduct the programs, and at others, materials gathered into kits are provided for onsite care givers to conduct the programs. The kits include a book to read to the children plus activities to do.

Adjournment to Closed Session: The President of the Board of Trustees cited § 610.021, RSMo with regard to the scheduled closed session: “Except to the extent disclosure is otherwise required by law, a public governmental body is authorized to close meetings, records and votes, to the extent they relate to the following: . . . (2) Leasing, purchase or sale of real estate by a public governmental

body where public knowledge of the transaction might adversely affect the legal consideration therefor.” McKinney moved to go into closed session; Ehase seconded. DeVries yea, Ehase yea, Jeffries yea, McKinney yea, Moulder yea, Richards yea, Risdal-Barnes yea, Simpson yea. Motion carried.

The board went into closed session at 4:50 p.m.

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Board of Trustees

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Director of Business Operations