



**Springfield-Greene County Library Board of Trustees  
September 20, 2016  
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, September 20, 2016, at 4:00 p.m. at the Fair Grove Branch Library, 81 S. Orchard Blvd., Fair Grove, Missouri. Members of the Board of Trustees were present or absent as follows:

**Present/Absent**

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:	Present
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 August 16, 2016, meeting were reviewed. Risdal-Barnes moved to approve the minutes of the regular session board meeting of August 16, 2016; Moore seconded. McKinney yea, Risdal-Barnes yea, Garvin yea, Simpson yea, Ehase 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 September 19. With 16.67% of the year elapsed, the Library was 0.95% under budget. Year-to-date revenue totaled \$98,065.68 versus \$858,929.35 in expenses, which Fraley noted included \$253,147.12 for Brentwood Renovation fees. There is an excellent return on investments including \$1,451,114.39 for four trusts; and \$80,241.30 from deposits with the Library Foundation. Total cash for August was \$4,226,209.47.

Buildings and Grounds Committee: Risdal-Barnes reported for the Building and Grounds Committee.

- The committee toured the Brentwood Branch for its September 13 meeting to see renovation progress and were pleased to see the progress and learn there were no major identified snags in the schedule. The Library is expected to take possession of the building on December 1 after workers install shelving and flooring. Staff may begin shelving materials after the Library takes possession.

Report of the Director:

- The Library of America will give the Library an \$1,800 World War I and America programming grant, which will fund reading-and discussion-based public programming exploring World War I and how it resonates today. A traveling exhibition will also accompany the programming at the Library Center during February 2017.
- The Library hosted the second LibraryCon at the Library Center on August 27, attracting an estimated 3,500 people of all ages celebrating comic book and fantasy heroes. The Mudhouse had its biggest sales day ever of \$1,700. The Gift shop set up a special sale table with comic/superhero items, selling \$600 worth of merchandise.
- Bluubeam Technology has been tested by staff and LibraryCon attendees and we expect to roll it out by October 17 at the Library Center.
- Based on patron traffic at the Ash Grove Branch, the branch will discontinue Saturday hours effective October 1, but extend Friday's by one hour, to 6 p.m. It will open on Saturdays for special events such as the Holiday Store/Holiday Open House during the Ash Grove Christmas Parade.
- The Library now has an Instagram account. Search for [springfieldgreencountylibrary](#).
- Park Central Branch Manager Ingrid Bohnenkamp is a new member of the Downtown Council of Champions' Millennial Swat Team, which will visit several downtowns and bring back information and recommendations to the council.
- The Library will receive the Missouri Library of the Year Award at the Missouri Library Association on October 6. Library Center Meeting Room Coordinator Gail Gourley will be honored as Outstanding Library Employee Award, and retired Library Center Manager Lorraine Sandstrom will receive the Meritorious Achievement Award.
- Electronic Resources Librarian Renee Brumett and Republic Branch Manager Erin Gray are co-chairing the Missouri Library Association Annual Conference October 5-7 in Springfield.

- Staff Development Day is planned October 10 at the Doubletree Hotel with all Library staff, and featuring Executive Director Regina Cooper's State of the Library address, sessions on Library services and awards for employment anniversaries.
- Staff changes: Library Station Manager Melissa Davis has decided not to return to the branch after acting Library Station Manager Kim Flores returns to the reopened Brentwood Branch. Brentwood Branch Reference Manager Aleah Weltha will remain permanently at the Midtown Carnegie Branch. A new full-time position, Adult Programming Coordinator, will be hired to coordinate districtwide programming and meeting room reservations and related services, as Meeting Room Coordinator Gail Gourley retires this winter. The new coordinator will have the aid of a new online room/equipment booking service for patrons possibly by January 1, 2017.

#### Foundation Update:

The ReNew Brentwood Capital Campaign is about \$18,300 away from its \$2.5 million goal. The Steering Committee has several outstanding grant requests. The Foundation still has places for Legacy Donor gifts, which can be paid out through 2017. The Music & Lyrics Workshop is scheduled September 24, with a free concert by headliner Tom Sharpe on September 25 sponsored by the Foundation.

#### New Business:

Regina Cooper reported on a question Trustees asked in August: How does the Library decide which services to add. She explained that new services are considered by several methods.

- A member of the Administrative Staff may suggest an idea and Executive Director Regina Cooper may appoint a chair and committee to discuss and propose this "Hopper Project."
- Regina may appoint a task force to study and make recommendations for a new service, as she did for whether or not to adopt RFID. The Bluubeam pilot program stemmed from an Administrative Staff meeting and study group after Library staffer Alyssa Tabor reported on the idea.
- Some projects outlined in the Strategic Plan stem from discussions during Staff Development Day and Regina's annual Lead the Change groups.
- Staff members attending professional library meetings may bring an idea to discuss – the genesis of the U.S. Passport Acceptance Center project. Staff also brought forward the idea of creating an heirloom seed library.
- Library staff at all levels also bring ideas by watching library trends, which led to the plan to mix Dewey numbers and retail store headings being introduced in the branches.

Regina said the Library staff is so service-oriented that it's hard for staff to stop services, especially "sacred cows." She now appoints a committee each year to evaluate one program. One just finished evaluating the Bestsellers Club; a new committee is evaluating whether to continue paying for the Live Chat/Text service. The Library plans to make greater use of analytics to determine whether to adopt or continue a service.

The Board also reviewed for approval a Health and Safety Policy for the Library District that was modeled after several library districts' policies. It addresses the Library's ability to suspend borrowing privileges and/or access to Library buildings if, in the opinion of Library staff, a patron has returned items or wears items with evidence of contaminations of substances that could pose a public health threat. It adds that the Library is not responsible for any damages to personal property that may result from the use of Library materials and services. Simpson moved to approve the policy as discussed; Ehase seconded. McKinney yea, Risdal-Barnes yea, Garvin yea, Simpson yea, Ehase yea, Fraley yea, Jeffries yea, Moore yea. Motion carried.

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

The regular session was adjourned at 4:50 p.m.

---

Board of Trustees

---

Community Relations Director