



**Springfield-Greene County Library Board of Trustees  
August 15, 2006  
Minutes**

The Springfield-Greene County Library Board of Trustees met on Tuesday, August 15, 2006, at the Brentwood Branch with President Krystal Compas presiding.

Members present: Bruce Chrisope, Krystal Compas, Gary Funk, Neil Guion, Cherri Jones, Stephanie Stenger-Montgomery, Rodney Nichols, Jean Woody

Member absent: Morey Mechlin

Branch Manager Marilyn Prosser gave a brief overview of the Brentwood Branch. A new COOLcat computer was installed on one of the adult fiction aisle endpanels and provides patrons with easy access to the catalog. The branch also received new computer tables and chairs and a very popular X-Box in the Young Adult Department. In July, the branch was closed for 29 hours for compressor repairs. As a service to patrons, staff delivered 247 books to patrons waiting in the parking lot during the time the branch was closed.

Disposition of Minutes: Jones moved to approve the July 18, 2006, minutes. Nichols seconded. Chrisope yea, Compas yea, Funk yea, Guion yea, Jones yea, Montgomery yea, Nichols yea, Woody yea. Motion carried.

Programs, Services and Technology Committee: Chair Cherri Jones reported that even with the Brentwood Branch closed 29 hours in July for air conditioner repairs, library card registrations increased 10.4% with a total of 1,788 new cardholders in July. Circulation increased 5.4% with 305,571 materials circulating systemwide. There were 298,823 searches from the Library's electronic products.

Buildings and Grounds Committee: Busch signed the lease for the Strafford Branch Library. The rent will be \$1,011.07 per month, which increased from the proposed \$950 per month because of added square footage. There is an eight-to-ten-week turnaround on the delivery time for the furniture, and the Friends of the Library donated \$25,300 to go toward paying for the furnishings. Library staff will be at the Route 66 Days event on September 9 to promote the new facility. The opening of the branch is anticipated for November 2006.

Developer Craig Wagoner has been seeking input from the Library about the food service next door to the proposed Center City location. The latest idea is a gelato and Panini café operation.

Architect Jim Stufflebeam of Sapp Design Associates presented a preliminary budget and approximate costs for the interior and exterior renovation of the 5,600-square-foot concrete block building on the Frisco Trailhead, the site of a new Willard Branch facility. Stufflebeam offered two preliminary budget estimates based on a visit to the site with Lori Clark, an electrical engineer with ESC, Inc.

Preliminary Budget Test 1, based on \$38 per square foot for site, roof and interior work, and \$57.64 per square foot for mechanical, electrical and plumbing, totaled \$371,220 for possible total construction contracts. The allowance for project expenses ranging from an allowance of 20% to 50% of the construction amount totaled \$74,244 to \$185,610, which made a possible total project budget range of \$445,464 to \$556,830.

Preliminary Budget Test 2, based on \$28 per square foot for site, roof and interior work, and \$47.64 per square foot for mechanical, electrical and plumbing, totaled \$306,820 for possible total construction contracts. The allowance for project expenses ranging from an allowance of 20% to 50% of the construction amount totaled \$61,364 to \$185,610, which made a possible total project budget range of \$368,184 to \$460,230.

Jones moved to authorize Executive Director Annie Busch to contact the current landlord of the Willard Branch to extend the lease through June 30, 2007. Woody seconded. Chrisope yea, Compas yea, Funk yea, Guion yea, Jones yea, Montgomery yea, Nichols yea, Woody yea. Motion carried.

Montgomery requested a population comparison between the county branches.

Finance and Personnel Committee: Through July, the Library was 3% under budget. Beginning July 19, The Signature Bank increased the interest rate on the money market account to 4%. Account 4201 now combines Fines and Bank Card Fines and Account 4204 includes Out-of-County Fees and Bank Card Fees.

Expenses included July and August building rental in Account 5382 Building Rental and six months preventative maintenance for the heating and air conditioner units from Account 5374 Building Repair. Account 5121 LAGERS indicated a credit balance because the café manager's benefits were moved to Account 5399 Café Activity and the July invoice for Missouri LAGERS was paid in August. Corrections were made in August to several expense accounts because some invoices were entered twice in July and the duplicate checks voided in August.

Auditors from Roberts, McKenzie, Mangan & Cummings will begin the annual audit on September 5.

Chrisope moved to accept the financial report as presented. Nichols seconded. Chrisope yea, Compas yea, Funk yea, Guion yea, Jones yea, Montgomery yea, Nichols yea, Woody yea. Motion carried.

Report of the Director: The annual Missouri Library Association Conference is scheduled for October 4-6 in Columbia, Missouri. Most of the Trustee programs are scheduled for the Friday sessions. Any Board member interested in attending should contact the Business Office.

New Business: Compas made the following committee appointments: Finance and Personnel: Rodney Nichols, chair; Bruce Chrisope, Stephanie Stenger-Montgomery. Buildings and Grounds: Gary Funk, Neil Guion, Morey Mechlin. Programs, Services and Technology: Cheri Jones and Jean Woody.

The State of Missouri requires re-adopting every year a resolution making public the disclosure of potential conflicts of interest. Woody moved to accept the Financial Interest Statement as mailed. Montgomery seconded. Chrisope yea, Compas yea, Funk yea, Guion yea, Jones yea, Montgomery yea, Nichols yea, Woody yea. Motion carried.

Chrisope moved to set the tax rate at \$.2455, which is the maximum rate permitted, as certified by the state auditor's calculations. Montgomery seconded. Chrisope yea, Compas yea, Funk yea, Guion yea, Jones yea, Montgomery yea, Nichols yea, Woody yea. Motion carried.

Chrisope moved to renew the line-of-credit contract authorizing the borrowing of \$2,000,000 for gap financing with The Signature Bank. The Executive Director is authorized to use up to the budgeted amount of \$500,000. Guion seconded. Chrisope yea, Compas yea, Funk yea, Guion yea, Jones yea, Montgomery yea, Nichols yea, Woody yea. Motion carried.

In the past, the Board scheduled meetings at each branch every year. Busch asked the Board to consider extending the rotation to every two years. A schedule will be included in the September Board packet.

Chrisope moved to adjourn the meeting to closed session to discuss the Executive Director's evaluation. Woody seconded. A roll call vote was taken. Chrisope yea, Compas yea, Funk yea, Guion yea, Jones yea, Montgomery yea, Nichols yea, Woody yea. Motion carried.

The meeting adjourned to closed session at 5 p.m.

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Board of Trustees

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Debbie Eckert, Business Office Manager