



Springfield-Greene County Library Board of Trustees
December 16, 2008
Minutes

The Springfield-Greene County Library Board of Trustees met on Tuesday, December 16, 2008, at the Library Station with Cherri Jones presiding.

Members present: Leslie Carrier, Bruce Chrisope, Martha Crise, Cheryl Griffeth, Neil Guion, Vickie Hicks, Cherri Jones, Morey Mechlin, Rodney Nichols

Branch Manager Mel Davis gave a brief overview of the Library Station. The branch has been opened five years. Seven chairs were replaced in the Reading Room, and the fabric on the new chairs has a stain-and-water resistant finish. The branch purchased a Holiday Express G-scale train to run on the loop track in the children's department. The original train will be cleaned and repaired while the Holiday Express is in use. In November the red-and-blue steam locomotive was cleaned, painted and repaired.

Disposition of Minutes: Hicks moved to approve the November 18, 2008, and December 8, 2008, minutes. Mechlin seconded. Chrisope yea, Crise yea, Griffeth yea, Hicks yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

Neil Guion arrived at the meeting.

Finance and Personnel Committee: Through November, the Library was 5.1% under budget. Income included the Friends of the Library annual disbursement from the Fall Book Sale as well as grants to remodel the teen area at the Library Center and additional funding for programming supplies to conduct family literacy nights at Head Start sites for the TARGETing Every Child Ready to Read project. The Library Foundation reimbursed the final installment on the C. W. Titus Foundation grant for the Park Central Branch. Miscellaneous Income included insurance reimbursement for the Midtown Carnegie Branch roof repair. On December 15, the Library received the monthly tax collection check for receipts through November 30. The check was approximately half of the amount received in December 2007. It may be necessary to draw from the line-of-credit at BancorpSouth until the January 15 tax collection check is received.

Expenses included software maintenance renewals for the computer sign-in stations as well as Google e-mail account and meeting scheduler annual services from Account 5373 Office Equipment Repairs. Account 5397 Training included Staff Development Day expenses, and Account 6412 included a new van for the Buildings and Grounds Department.

The Finance and Personnel Committee recommended accepting the financial report. Chrisope yea, Crise yea, Griffeth yea, Guion yea, Hicks yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

Leslie Carrier arrived at the meeting.

Buildings and Grounds Committee: The proceeds from the Virgil Lee and Mildred Lee Sims Trust designated for the Willard Branch was invested with the Community Foundation of the Ozarks. The value has decreased from \$89,993 to \$64,195. The Finance and Personnel Committee recommended the Board keep the funds

invested in the Community Foundation of the Ozarks and pay expenses from Library operating funds until the financial market stabilizes. The Finance and Personnel Committee will review guidelines on short-term investments for projects. The Library Foundation Board is working on an investment policy for their funds. Private donations for Library projects should be deposited in Library Foundation accounts and distributed within their policy guidelines.

Excavation and construction of the concrete pad for the new 5000-square-foot Willard Branch is underway. An early spring opening is planned.

Delays in the permit process between contractor Don LaRue and the city of Republic may delay the beginning of construction of the 10,000-square-foot Republic Branch. Permit issues include the sink hole, detention pond and parking areas.

Programs, Services and Technology Committee: Circulation in November increased 7% with 304,711 materials circulating systemwide. Total branch traffic increased 11.7% with 141,468 patron visits. Systemwide, 982 groups used the meeting rooms with an attendance of 12,652. There were 389,171 searches from the Library's electronic products. The web server recorded a total of 758,888 page views by 83,334 visitors during November.

Report of the Director: Facilities Manager Allen Woody compiled a list of "green" environmental elements the Library is currently doing as well as a list of features included in the new buildings. This list will be e-mailed to the Board. The carpet vendor for the Midtown Carnegie Branch project was able to locate a company to recycle the used carpet. During the two weeks the Midtown Carnegie Branch was closed for carpet installation, staff tagged the collection for RFID, replaced guttering, and was able to do general cleaning and repairs.

Executive Director Annie Busch and Associate Director of Public Services Jim Schmidt met with Assistant Director of Public Works Earl Newman about proposed traffic flow changes to Jefferson Avenue and how they will affect the Midtown Carnegie Branch.

The Library, in conjunction with other state public libraries, has contracted with the University of Missouri's Public Policy Research Center for research that will identify and analyze potential solutions to property tax assessment issues. Busch encouraged the Board to stay active and express concerns on property tax assessment issues.

District Reference Manager Donna Bacon has accepted a position as assistant director, information technology of MOBIUS, the Missouri Online Bibliographic Information User System, and will move to Columbia in early February 2009. Bacon began work at the Library in 1984 when she was hired to help with the retrospective conversion of the Library's first computerized catalog.

Busch thanked the Board for their dedication as well as their support to the director and staff.

New Business: Chrisope moved to appoint David Compere, a financial advisor with Lawing Financial Group, to a six-year term on the Public Building Corporation Board of Directors. Mechlin seconded. Carrier yea, Chrisope yea, Crise yea, Griffeth yea, Guion yea, Hicks yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

The Mudhouse Coffee and Tea Company's lease expires in January 2009. The Mudhouse owners preferred a three-year lease with an additional renewal option and a tiered arrangement.

Guion moved to approve the lease agreement with the Mudhouse Coffee and Tea Company after correcting the numbering in Article II, changing the early termination notice from 30 days to 90 days and beginning the lease on February 1 in order to base the rent amount on the gross sales from the prior year. Chrisope seconded. Carrier yea, Chrisope yea, Crise yea, Griffeth yea, Guion yea, Hicks yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

Board of Trustees President Cherri Jones showed Busch a mock-up of a plaque to be placed in the Library Center concourse acknowledging her leadership and accomplishments to the Library District.

Carrier moved to adjourn the meeting. Hicks seconded. Carrier yea, Chrisope yea, Crise yea, Griffeth yea, Guion yea, Hicks yea, Jones yea, Mechlin yea, Nichols yea. Motion carried.

The meeting adjourned at 5 p.m.

Board of Trustees

Debbie Eckert, Business Office Manager