Callaway County Library District
Minutes, Meeting of December 7, 2011

Board members present were Tonya Hays-Martin, President; Mary Ann Beahon; Mary Fennel; Terry K. Higgins and Mike Luebbert. Also present were DBRL Director Melissa Carr and staff members Amanda Burke, Greg Reeves, Jim Smith and Mitzi St. John.

Call to Order
Hays-Martin called the meeting to order at 5:34 P.M. in the Friends Room of the Callaway County Public Library.

Roll Call and Determination of Quorum
A quorum of members was present.

Public Comment
No members of the public were in attendance.

Approval of Minutes
Hearing no changes, Hays-Martin declared the minutes of November 10 approved as written.

Proposal from Finance Committee
Carr reviewed the relevant portions of the DBRL contract and noted that staff and Trustees have been handling the districts’ funds appropriately per the current contractual agreement. If the proposal from the Finance Committee is adopted, the contract will need to be revised. Carr noted that the cost allocation balance has been discussed frequently in the past two years and she hopes that a plan can be agreed upon that offers enough long-term guidance that the Board does not have to revisit the topic every year. Carr and the CCLD Trustees agreed that their goal is to achieve a solution that strengthens the region for the purpose of long-term success.

Smith reviewed three documents: the Cost Allocation Memo with a breakdown of CCLD funds; the Revenue History by District; and the total CCPL Capital Expenditures only.

Luebbert commended Smith on the data provided to the board.

The Board discussed the Key Points document and the purpose behind each of the proposed strategies. Smith distributed a suggested addition to the Key Points which clarifies the allocation of indirect fixed assets and buildings in the event of regional dissolution.

Hays-Martin noted that the adoption of the document could influence future decision-making; Carr agreed that, in theory, each district might view proposals based on what it might mean to that district’s expenditure report.

The Trustees agreed that they understand the purpose of the Key Points document.

CCLD Bank Account
Smith informed the board that the County of Callaway requested DBRL open an account into which the County Collector can directly distribute revenues. Smith offered the board three suggestions for action: 1) waive the DBRL Procurement Policy and open a new account at Callaway Bank; 2) take quotes from three banks and open a new account at the bank with the best rate and terms; or 3) don’t set up a new account and directly deposit the funds into DBRL’s current account.
Smith noted that, at the end of 2012, DBRL will be bidding out its banking services again.

ACTION: Luebbert moved, Higgins seconded authorizing direct deposit to the DBRL account from the Callaway County Collector. The motion passed.

Miscellaneous
Hays-Martin informed the board of a webinar available via Web Junction entitled “A Small But Powerful Webinar for Winning Big Support for Your Rural Library.” The Trustees asked staff to send instructions by email on how to register for the webinar.

Public Comment
No members of the public were in attendance.

Adjournment
There being no further business, Hays-Martin adjourned the meeting at 6:39 P.M.

Minutes recorded by Amanda Burke DBRL staff.

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Mary Fennel, Board Secretary