Callaway County Library District
Minutes, Meeting of August 26, 2015

Board members present were Tonya Hays-Martin, President; Mary Fennel; Terry K. Higgins; Jean Howard and Mike Luebbert.

Also present were Director Melissa Carr and staff members Amanda Burke, Greg Reeves, Jim Smith and Mitzi St. John.

**Public Hearing**
Hays-Martin opened the public hearing at 5:30 p.m. and invited comment from the public. There were no members of the public in attendance. Hays-Martin closed the public hearing at 5:32 p.m.

**Call to Order**
Hays-Martin called the meeting to order at 5:33 p.m. A quorum of members was present.

**Public Comment**
There were no members of the public in attendance.

**Approval of Minutes**
Hearing no changes, additions or deletions, Hays-Martin declared the minutes of August 13, 2015 approved as written.

**Setting of 2015 Operating Tax Rate**

ACTION: Luebbert moved, Howard seconded setting the 2015 CCLD operational tax rate at 20 cents per $100 of assessed valuation. The vote was taken by roll call: Fennel – yes; Hays-Martin – yes; Higgins – yes; Howard – yes; Luebbert – yes. The motion passed.

**Miscellaneous**

Smith stated that the CCPL carpeting bid was issued and two companies attended the pre-bid meeting. A bid was received from one company, Allen Floors. The budget for this project is $25,000 and the bid totaled just over $13,000, including alternates. Vic Allen of Allen Floors has conducted a moisture mitigation test and the results are expected soon. If moisture mitigation is necessary, there will be additional costs. If no moisture mitigation is necessary, it may be possible to expand the project to include both floors of the library.

The board and staff discussed projected revenue for 2016, which will be $20,000-30,000 less than in 2015 due to the lowered assessed valuation of the Callaway Energy Center, despite the district rolling up to the maximum voter-approved tax rate. Carr noted that the new Facility Review Plan, Collection Development Plan, and ADA Self-Evaluation and Transition Plan will be helpful in determining when to approach voters to increase the tax rate. Carr stated that staff hope to keep CCPL as clean and inviting as possible with the funds available. She stated that the chairs at CCPL are due to be replaced.

Smith reviewed the CCLD cost allocation projections for 2016 and reviewed upcoming projects at CCPL as outlined in the current Facility Review Plan, including HVAC replacements and automatic door upgrades. The next Facility Review Plan will include roof repairs and an automatic chemical feeder for the chiller, among many other projects. Smith also stated that the CCPL asset list includes more than 400 items on a replacement schedule, such as chairs, tables and computer equipment.
Luebbert advised exploring private funding to the full extent possible. Carr noted that the newly hired Development Coordinator is discussing expanded funding options, including bequests, with the Foundation Board.

Carr noted that she met with CCPL staff about topics including attracting users and making efficiencies, and the staff had many helpful ideas. Staff will also be looking more closely at patron visits to see if the library is underutilized at times.

In response to a question from Higgins, Carr stated that the percentage of Callaway County households with DBRL library cards is 38.5% and the national average for rural areas is 48%.

St. John shared information from the 2014 Community Survey which demonstrates a high level of support for libraries from Callaway County residents.

Carr noted that the new lockers and signage at Holts Summit will increase residents’ library usage in that area.

In response to a question from Hays-Martin, Smith stated that the current 2015 operating tax rates in the BCLD and CLD are 30.91 cents per $100 of assessed valuation and 31.14 cents per $100 of assessed valuation, respectively.

The board and Carr discussed upcoming meetings with county officials.

**Public Comment**
There were no members of the public in attendance.

**Adjournment**
There being no further business, Hays-Martin adjourned the meeting at 6:20 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary