Columbia Library District
Minutes, Meeting of March 15, 2007

Board members present were Marie Glaze, President; Rosie Gerding; Lynn Hostetler; David McDonald; Tom Richards; Jo Sapp; MaryEllen Sievert; and David Webber.

Also present were Melissa Carr, Director; Elinor Barrett, Pat Kopp, Jim Smith, and Lauren Williams, DBRL staff; and Steve Smith, Williams Keepers, LLC.

Call to Order

Glaze called the meeting to order at 6:30 p.m. in the Virginia Young Room of the Columbia Public Library.

Approval of Minutes

Webber moved, Hostetler seconded, to approve the February 15, 2007 minutes with the following corrections:

- On page 1 in the last sentence of the third paragraph under Public Comment, “roll” should be changed to “role.”
- On page 2 in the first sentence under Financial Reports of the Columbia Library District Capital Project, the word “to” should be inserted after “attention.”

The motion passed.

Communications

There were no items to be communicated.

Public Comment

There was no public comment.

Announcements

There were no announcements.

Pre-Audit Conference

Glaze introduced Steve Smith of Williams Keepers. Steve Smith said that he wanted to take this opportunity to ask if the Columbia Library District Board had any questions or concerns related to the calendar year 2006 audit or had anything specific they would like the auditors to address. He said he felt this year’s audit should be fairly straightforward and routine. Sapp asked if the passage of the tax levy to construct and operate the new Boone County libraries would create any special problems for future audits. Steve Smith said he didn’t believe so, but that he would discuss with Jim Smith how the new funds would need to be accounted for.
Richards asked if there were any new pronouncements that would impact this year’s audit. Steve Smith said that there are some new auditing standards, including a requirement that the auditors report deficiencies at a lower threshold than in the past. He said he felt this requirement wouldn’t impact the library because of its clean audits in the past and because the library has a capable head of financial services on staff who prepares financial statements and disclosures.

**Director’s Report**

Carr reported that the deadline for the application to fill the opening on the Columbia Library District Board had passed with the city not receiving any qualified applications. She said that the opening will be reposted on March 25 with a new deadline of April 9.

**Financial Reports of the Columbia Library District Capital Project**

Smith reported a list of thirteen assets disposed of in 2006 and offered to answer any questions on the financial reports.

**Project Update and Cost Proposals**

Barrett reported that two trees did not survive the winter and will need to be replaced. She informed the board that the La Colomba lights have been repaired. She said she expects the lighting for the Bussabarger screen to be installed by the April board meeting.

Richards asked when the project fund would be closed. Smith said that they intend to close the fund in 2007 and added that staff members were outlining several projects for which Barrett will bring cost proposals once she has gathered pricing information. In response to a question about the possibility of installing revolving doors, Smith said that staff members believed that these doors would save money because of their energy efficiency, but safety and accessibility issues also have to be considered. Barrett said she had spoken with KCI regarding installation, and they confirmed that it would take a week to install each door. She said the board and staff need to consider whether people will accept revolving doors or be resistant to them. She stated that Nestor Bottino is exploring one more option before staff brings pricing to the board for review, but she said they expect the total cost to be over $50,000.

In response to a board member’s question, Barrett confirmed that if revolving doors were installed there would also be a conventional door at each entrance with buttons to automatically open those doors.

**Columbia Art Committee Update**

Sapp stated that the Art Committee met the previous week and received a report from Aimée Leonhard on the collection donated to the library by the Columbia Art League. Sapp reported that the committee is working on the creation or clarification of several statements including a collection management statement and a lending policy. Barrett added that the collection is now
Columbia Library District
Minutes, Meeting of March 15, 2007

out of the basement and housed in its permanent, secure storage location on the mezzanine level of the library.

New Business

Glaze congratulated Richards on his promotion to the position of Chief Financial Officer of the Landrum Company.

Adjournment

Richards moved to adjourn, and Glaze adjourned the meeting at 6:51 p.m.

Minutes recorded by Lauren Williams, Financial and Administrative Associate.

___________________________________
Board Secretary