Columbia Library District  
Minutes, Meeting of May 10, 2007

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

Also present were Jim Smith, Connie Bush, and Melanie Henry, DBRL staff; Steve Smith, Williams Keepers, LLC.

**Call to Order**

Glaze called the meeting to order at 6:15 p.m. in the Training Center of the Columbia Public Library.

**Approval of Minutes**

Sapp moved, Gerding seconded, to approve the April 12, 2007 minutes. The motion passed.

**Communications**

There were no items to be communicated.

**Public Comment**

There was no public comment.

**Announcements**

Glazed welcomed new Columbia Board Trustee Jim Loveless.

**Director’s Report**

Smith, on behalf of Melissa Carr, Director, reported that the replacement lights for the Bussabarger Screen have been installed and are working properly. Smith also reported that there is a display of some pieces from the Columbia Art League donation on the third floor in the display case.

**Financial Reports of the Columbia Library District Capital Project and Building Fund**

Smith offered to answer any questions on the financial reports for the Capital Project Fund and the Building Fund.

**Committee Reports**

**Budget and Financial Oversight Committee Report**

Gerding reported that at the May 2nd meeting the Budget and Financial Oversight Committee voted to recommend that the Columbia Library District Board accept the 2006 audit report of the
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Building, Capital Project, and Debt Service Funds. Steve Smith from Williams Keepers reported that the audit had a clean opinion this year. He said that no weaknesses in internal controls were found and everything was prepared and ready at the beginning of the audit.

Motion carried to accept the 2006 audit report of the Building, Capital Project, and Debt Service Funds.

Gerding reported that two financial policies, 2-700 Use of Library Building, Maintenance, And Refurbishing Fund for City Libraries and the CLD Investment Policy, were also discussed at the May 2nd meeting. The Budget and Financial Oversight Committee voted to recommend that the Columbia Library District Board accept these policies as written. Motion carried.

Nominating Committee
Gerding reported that the Nominating Committee met on May 1st and recommend the following slate of officers for 2007-2008:

- Tom Richards – President
- Rosie Gerding – Vice President
- David McDonald – Warrant Officer/Secretary

Glaze said that the CLD Board will vote on this slate at the June meeting. She said additional nominations are welcome prior to that meeting or in person at the June meeting.

Project Update and Cost Proposals

Smith referenced a memo sent in the board packet regarding a cost proposal for two larger capacity book returns surrounded by concrete bollards. He reported the new book returns would be placed in the two book return locations in the south parking lot, replacing the existing book returns. The concrete bollards are a recommendation from our insurance company’s loss prevention consultant.

Bush explained how the current book returns are not adequate for staff handling the materials due to the volume of materials. She also described how option 1 in the memo would save staff time by presorting books and audio materials.

Discussion followed regarding the disposal of the existing book returns when they are replaced with the larger book returns. Smith reported that staff is investigating the possibility of having remote book returns in the metro area or selling them to other libraries.

Gerding moved to accept option 1 to purchase two large book returns, each including bollards, a cushion return to protect materials, and a division for the books and audio materials for a total of $15,730. Loveless seconded the motion. Motion carried.

New Business

There was no new business.
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Public Comment

There was no public comment.

Miscellaneous

There were no miscellaneous items to discuss.

Adjournment

Glaze adjourned the meeting at 6:40 p.m.

Minutes recorded by Melanie Henry, Human Resources Manager.

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Board Secretary