Columbia Library District  
Minutes, Meeting of June 14, 2007  

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

Also present were Melissa Carr, DBRL Director; Elinor Barrett, Aimée Leonhard, Russell Niermeyer, Jim Smith, and Lauren Williams, DBRL staff.

Call to Order  
Glaze called the meeting to order at 6:05 p.m. in the Virginia Young Room of the Columbia Public Library.

Approval of Minutes  
Gerding moved, Sapp seconded, to approve the May 10, 2007 minutes. The motion passed.

Communications  
There were no items to be communicated.

Public Comment  
There was no public comment.

Announcements  
There were no announcements.

Director’s Report  
Carr distributed a proposed budget for the funds donated by the Friends of the Columbia Public Library. Smith pointed out that the budget total is $72,634, with $64,000 of the budget coming from the Friends’ 2007 donation and the rest being unspent funds from the prior year’s donation. Smith said that as in past years some funds are allocated for the summer reading and One Read programs. He said that the amount budgeted for One Read increased this year because of a possible author visit which would require a speaker fee. Smith said the funds for the Book Cart Drill Team would be used for costumes and decorations, and Carr added that these funds would also pay for travel costs associated with attending MLA to perform in the state competition. Smith explained that the largest portion of the donated funds would be used for books and materials. He said that funds in the “other projects” line item could be used for some of the items listed at the bottom of the handout, which include furnishings, displays, tables, software, and equipment. Smith clarified that we cannot complete all of the projects listed, but staff will try to complete as many as possible.
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Gerding moved, Sievert seconded, approval of the staff recommended 2007 budget for the expenditure of the donation from the Friends of the CPL. Richards asked if the Friends give input on how the money is spent. Carr said that she consulted with the President of the Friends, and she has seen this budget and is comfortable with it. In response to a question regarding the funds for One Read, Carr said that the donated money pays for giveaways, some materials, and in the case of this year, part of the $10,000 speaker fee for the author. In response to a question, Carr confirmed that last year the Book Cart Drill Team was funded by the Friends donation and not taxpayer money, with the exception of the staff time used to prepare for competition and for performances.

The motion passed.

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

Smith offered to answer any questions on the financial reports for the Capital Project Fund. Gerding asked why the board couldn’t simply close this fund and transfer the remaining money to the debt service fund? Smith clarified that there are a list of building projects staff is investigating to use this money and that the intention is to complete these projects and close the fund by year’s end.

**Committee Reports**

**Nominating Committee** – On behalf of the nominating committee Gerding recommended the following slate of officers for 2007-2008:

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

There were no additional nominations from the floor. The motion passed.

**Project Update and Cost Proposals**

**Lobby Entrance Update** – Carr introduced Russ Niermeyer, Facilities Manager and Head of the Building and Grounds Department. Barrett said that during the five years that the new building has been open staff has watched usage during extreme weather days and observed how the open doors in the lobby affect the comfort of staff and patrons. Currently, when both sets of doors are open at the same time because of the high level of patron traffic, it creates a wind tunnel effect in the lobby. In an effort to improve energy efficiency, the control of the lobby temperatures during extreme weather conditions, and the comfort of patrons and staff, Niermeyer and Barrett consulted with the HVAC contractor who suggested putting in revolving doors.

Barrett said that she and other staff initially thought this was a good solution to the problem. She said that she then solicited input about revolving doors from some professional online discussion boards, and the feedback was almost universally negative. Barrett reported that revolving doors are seldom used in public libraries because library users are so often traveling in groups, bringing young children, pushing strollers or holding armloads of books, making revolving doors
inconvenient to use. She added that many people say they are afraid of revolving doors, find
them tedious and slow, or feel claustrophobic when using them. Many of these people reported
that they use the panel door provided for access by patrons in wheelchairs. As only one panel
door would be provided at each of the two entrances, patrons choosing to use this door would use
it to both enter and exit the building. Heavy usage of this door would defeat the purpose of
installing the revolving doors. Barrett also expressed concern that at opening time and during
peak usage periods, patrons entering the building would either stand in line to enter the building
or choose to enter the building through the panel door.

Barrett said that the architects explored three different options for pricing to revise the lobby
vestibules: (a) installing revolving doors in both the north and south vestibules, (b) installing a
revolving door in only one of the vestibules, and (c) modifying the vestibules to increase the
distance between the interior and exterior sets of doors. Barrett reported that the pricing for
options (a) and (c) is in excess of the remaining money in the capital project budget. Niermeyer
and the HVAC contractor recommended against (b) as they do not believe this option would
make enough of an improvement to warrant the expenditure. Barrett said it seemed installing
revolving doors would mean trading a problem that happens a few times a year for a potentially
constant public relations and customer service problem. Barrett said that staff planned to meet
with the HVAC system engineer to discuss pressurization of the building, making some
adjustments to the temperature controls, and other ideas for addressing the comfort and energy
efficiency of the lobby.

In response to a question, Niermeyer said that the exterior and interior doors open in sequence
and not simultaneously, but this depends on the number of people coming through at once; when
there is a group coming in, both doors will be open for a time. Barrett added that the timing of
the doors opening and how long they are open is partially set by ADA guidelines.

The board discussed other ideas for addressing this problem, including extending the vestibule,
having only one door at each entrance open on cold days, or a temporary barrier to redirect
airflow on extreme weather days. Barrett said that staff would discuss all of these ideas with the
engineer, but at this point staff recommends against installing the revolving doors.

Library Parking Lot – Hostetler reported that Darwin Hindman, Mayor of Columbia, had
recently expressed concern about pedestrian access to the steps at the south entrance and that he
would like to see some sort of marking, like yellow or orange striping, indicating that this is a
pedestrian crossing area. Sapp said that she would prefer some sort of no-stopping area in front
of the steps because having vehicles stop there backs traffic up onto Garth and is also dangerous
for pedestrians. Barrett noted that the majority of parking is west of the south steps and most
patrons cross the driveway west of the south steps. Carr noted that the driveway is paved in a
different material from the rest of the parking lot to highlight it as a different usage area. Barrett
recommended having a traffic engineer review the site usage and traffic flow and make a
recommendation on the issue of the crosswalk. She added that the loss prevention consultant
from the library’s insurance company looked at the lot, and he did not include a crosswalk in his
recommendations for improvement but suggested moving the book drops farther west, away
from the lot entrance, which staff has done. Barrett said that the staff are now stationed in the
parking lot to direct traffic flow and discourage vehicles from stopping at the south steps during
peak Grant School pick-up hours. She said having a security officer direct traffic in the lot did
help, but that the officer took a lot of verbal abuse. Barrett reported that the number of patron complaints about the south parking lot usage by Grant school for pick-up had increased this past school year, and perhaps the library could ask the school to use the north lot instead. She suggested the board develop an official parking lot policy that addresses this issue. She also recommended meeting with a traffic engineer to look at both lots and make suggestions.

Sapp moved to direct staff to hire a traffic engineer to explore options for both parking lots and traffic flow issues at the Columbia Public Library. Gerding seconded the motion.

Glaze asked how the library could actually stop Grant School parents from using the lot. Barrett said we will need to present the recommendations from the traffic engineer, along with our patron safety concerns and the increasing number of patron complaints, to Grant School’s administration because they will need to enforce the policy. She said it will be very important to get the school’s principal on board. Richards commented that in order to get good data, part of the traffic study would have to be done when school is back in session. He added that this is another public relations issue, and many Grant School parents feel that as tax payers they should be able to use the library’s parking lot. Barrett said that the library will have to appeal to the parents’ desire to keep their children safe, and increasing safety would be the primary purpose of a parking lot policy. The motion passed.

Richards asked if some of the remaining Capital Project Fund money could be used to add a treatment to the glass in the reading room to block some of the sunlight. He pointed out that the brightness makes it difficult for him to read and has faded the fabric on the furniture. Barrett responded that there is money in this year’s operating budget to reupholster the furniture in that room and that the original fabric was all cotton. The new upholstery is made of different fabric and has increased double-rubs to prevent fading and excessive wear. She added that other finish materials in that room, like the carpet, have not faded. She said that the previous board looked at some sort of curtains for the windows but ultimately voted against including them in the project. Niermeyer commented that he had not had any patron complaints about the brightness in the reading room. Barrett noted that additional architectural services would be required if the board wishes to pursue this matter further.

New Business

Potential Art Donation - Barrett introduced Aimée Leonhard, the library’s archivist for the donated collection from the Columbia Art League. Leonhard reported that she has registered the sculptures Cypher and The Shell Seeker with the inventories of American sculpture and paintings cataloged by the Smithsonian. In response to a question, Leonhard explained the purpose of this registry is to create a searchable archive of our country’s art for research purposes and so that we have a record of our nation’s cultural heritage.

Leonhard showed the board the three works by local artist Frank Stack that the library currently owns. She then showed several smaller, unframed works that Stack would like to donate to the library. Leonhard explained that all of these works are of local scenes, including a neighborhood backyard. She said that all of these works were small enough to be matted and displayed in the third-floor display case, and she shared her idea of creating an exhibit of these works around the idea of our community. Barrett said that the Citizen’s Art Advisory Committee will consider this
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donation at its upcoming meeting, and she will report back to the Columbia Board after that meeting.

Sievert said that both she and her husband had looked at the Bussabarger screen on two separate occasions, and it didn’t look any better than it did before the new lighting was installed. Gerding said that she noticed at least one of the lights was burnt out. Niermeyer said he would look at adjusting the brightness of the lights, but his concern is that when their brightness is increased they cast shadows on certain parts of the screen. He said he would make sure all of the lights were operational.

Richards asked that the art committee talk about moving the “Q” sculpture by Don Bartlett to a public area of the library where patrons can view it. Barrett said that she would ask Leonhard to look at an alternative placement for this sculpture.

Public Comment

There was no public comment.

Miscellaneous

There were no miscellaneous items to discuss.

Adjournment

Sievert moved to adjourn, and Glaze adjourned the meeting at 7:03 p.m.

Minutes recorded by Lauren Williams, Executive Assistant.

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Board Secretary