Columbia Library District
Minutes, Meeting of August 16, 2007

Board members present were Tom Richards, President; Susan Breyfogle; Rosie Gerding; Marie Glaze; Jim Loveless; and David McDonald. Lynn Hostetler and David Webber arrived after roll call. MaryEllen Sievert was absent.

Also present were Melissa Carr, Director; and Elinor Barrett, Jim Smith, and Lauren Williams, DBRL staff. When the meeting resumed after its recess to the DBRL board meeting, Melissa Carr was no longer present, and DBRL staff members Sarah Howard, Connie Bush, and Melanie Henry were in attendance for the remainder of the meeting.

Call to Order

Richards called the meeting to order at 6:03 p.m. in the Virginia Young Room of the Columbia Public Library.

Richards welcomed new board member Susan Breyfogle.

Approval of Minutes

Gerding moved, McDonald seconded, to approve the July 12, 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 informed the board that in addition to reporting on the library’s excellent summer programs, the local papers have been covering some interesting community events and meetings held here in the Columbia building. She noted that recent articles on the Columbia Human Rights Commission and the Columbia Disabilities Coalition mentioned the Columbia Public Library (CPL), which is good publicity for our facility.

Financial Reports of the Columbia Library District Capital Project Fund

For the benefit of the new board members Richards asked Smith for a brief overview of the financial report. Smith explained that the first page is the balance sheet of the construction fund for the expansion of the CPL, and page two shows the revenue and expenditures by category on a
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project basis, which is 1999 through July 31, 2007. He explained that pages three and four provide more detailed expenditure line-item information over the life of the project. In response to a question, Smith confirmed we expect to close out this fund by year’s end. Smith said that the balance sheet on page five lists the assets for the Debt Service Fund, which services the $22 million of bond debt issued for the building expansion and construction project. He explained that this balance sheet shows cash on hand and accrued interest. Page six shows the revenues and expenditures that have been paid during the current month and over the life of the project to date, as well as the balance of the Debt Service Fund. In response to a question Smith confirmed that the balance represents roughly one year’s debt service. Smith said page seven shows the debt outstanding as of July 31, 2007, page eight lists the disbursements from the project fund for the month of the report, and page nine provides a detailed report and narrative comments on the financial statements.

Approval of Warrant for Debt Service

Loveless moved, Glaze seconded, to approve the Warrant for Debt Service.

Smith explained that the Columbia Library District (CLD) participates in the City of Columbia’s investment pool, and this warrant would move funds from that pool to the library’s checking account so that Carr can make the debt service payment.

The motion passed.

Preliminary CY 2008 CLD Debt Service Fund Budget

Smith reviewed the preliminary CY 2008 Debt Service Fund Budget, saying that he estimates revenue will increase over 2% from the 2007 budget. He explained that PFM (Public Financial Management) prepared a debt service schedule for the principal and interest payments for the year, and these are listed in the expenditures section of the budget. Smith said that the projected ending fund balance of $1,610,495 is equal to approximately one year’s payments on the debt service. He said that this budget is based on setting the tax rate at 23 cents per $100 of assessed valuation, though the library district can levy up to 27.17 cents as approved by the State Auditor’s Office. In response to a question, Carr explained that the reason the operating budget for DBRL shows a predicted 6% increase in revenues while revenues in the CLD are projected to increase just 2% is that Boone and Callaway Counties are seeing larger increases in tax revenue than the CLD, so the majority of the increase in the operating fund is coming from the other districts. Richards asked for public comment on the preliminary CY 2008 Debt Service Fund Budget. There was no public comment.

Gerding asked about the principal balance, saying that when she adds what we still owe to what we’ve paid, the total is slightly less than the $22 million in bonds issued. Smith clarified that when the library did the advanced refunding, GASB required $5,000 to be recorded or categorized as interest payments.

McDonald moved, Hostetler seconded, approval of the preliminary CY 2008 Debt Service Fund Budget. The motion passed.
CY 2008 Building Fund Budget

There was no public comment on the CY 2008 Building Fund Budget.

Smith explained that the last tax bills for the levy related to this fund were sent out in 1998, so the library district is not collecting any tax revenue in this fund but is accumulating investment interest. Smith said he expects no expenditures from this fund in 2008, so he is presenting this as the final version of the budget. He projects a fund balance at year end of $106,792. The board discussed possible future needs and uses for these funds.

Gerding moved, McDonald seconded, approval of the CY 2008 Building Fund Budget. The motion passed.

Facility Update

Barrett reported on what she called a “stakeholders’ meeting” recently held at the library to discuss the parking lot and other traffic and safety issues. Barrett said library staff, the Grant School principal, current and past PTA presidents, the city’s traffic engineer, a PedNet representative, two Allstate Consultants engineers, a neighborhood representative, and Richards discussed the congestion in our south lot during peak student pick-up hours. She said they brainstormed a number of ways to address this ongoing problem, and the end result was that the library offered its north parking lot as a pick up area after school. The PR department will create a sandwich board sign for the south lot directing parents to use the north lot, bookmarks will be handed out explaining this new procedure, the city’s traffic engineer will increase the crosswalk signal time for crossing Broadway, and Grant School’s administrative staff will publicize this new procedure to the parents. Richards said that our previous practice was to tell parents they could not use our parking, and now we are encouraging them to use the north lot which gives them a viable solution. Carr added that the school and the library agreed that everyone involved would promote this solution as increasing the safety of our children.

Loveless suggested petitioning the city for a diagonal crosswalk from the school to the north lot, and Barrett said she would follow up on this idea with the city’s traffic engineer.

Barrett said that this new procedure does not eliminate our parking lot traffic issues and that Nestor Bottino will be in town next week to meet with the Allstate Consultants traffic engineers to review their proposed options and the additional ideas suggested by the board. She said staff and Bottino will meet with the traffic engineer on Wednesday morning, and on Thursday she would like to have a meeting with the CLD board to report on Wednesday’s work sessions and get direction on how to move forward.

The board further discussed Grant School parent and patron use of the north lot, and Barrett explained that the library is encouraging patron use of the lot through the distribution of informational bookmarks, promotion of the lot in the program guide, and announcements made to parents during story time.
Unfinished Business

There was no unfinished business.

New Business

CLD Committees – Richards asked the board for their opinion on the CLD’s current committee structure considering that since the completion of the building project, there is more time at the regular board meetings to conduct business previously addressed by the committees. He said he felt the committees created duplicate work for the board members and were not a good use of staff time. Carr listed the current CLD committees which are Budget and Financial Oversight, Contract and Bylaws, and Nominating. Carr said that she and DBRL Board President Pat Powell have discussed the need to revise all district bylaws. She suggested that perhaps the DBRL Contract and Bylaws Committee could create a template that each library district board could start from to revise their existing bylaws. In response to a question, Carr said that the bylaws had not been revised since the 1990s, and some of the language was very out of date. Carr said that if the full CLD Board found revising the bylaws to be too time consuming, the president could always appoint a task force. Carr confirmed that the only committee required by the bylaws is the Nominating Committee. Webber expressed the opinion that the purpose of the committees is to provide incentive for some members to take a more focused look at certain topics, and having all topics addressed by the full CLD board might reduce responsibility the members feel to look at issues closely. Webber said that if the committees are eliminated the board members would have to agree to give the documents in the board packets more than just their general attention. Richards pointed out that the CLD has representatives on the DBRL committees, and the CLD president can appoint committees if the need for them arises. The board discussed the historical circumstances that led to the creation of the standing CLD committees.

Webber moved, Glaze seconded, to direct the CLD Board President not to appoint a Contract and Bylaws Committee or a Budget and Financial Oversight Committee for the Columbia Library District. The board discussed the negative wording of the motion and whether or not it was needed since the bylaws give the president the power to appoint committees as needed but do not require these two committees. Webber graciously withdrew his motion. By consensus the board agreed that Richards should not appoint members of a Contract and Bylaws Committee or a Budget and Financial Oversight Committee.

DBRL Finance Committee Representative – Richards explained that since CLD Board member Glaze is the DBRL Warrant Officer, she also serves as chair of the DBRL Finance Committee. This means that the CLD needs another voting representative to serve on the DBRL Finance Committee. McDonald moved to elect Rosie Gerding as CLD’s representative on the DBRL Finance Committee. Loveless seconded the motion. The motion passed.

Recess to DBRL Meeting

Webber moved, Hostetler seconded, to recess the meeting. The motion passed and Richards recessed the meeting at 7:00 p.m.
Public Hearing

Richards opened the Public Hearing on the Columbia Library District Operational Tax Rate and Debt Service Tax Rate at 7:45 p.m. There was no public comment. Richards closed the public hearing at 7:46 p.m.

Resumption of Meeting

Richards reconvened the meeting at 7:46 p.m. and asked for public comment on the Preliminary CY 2008 DBRL Operating Budget.

Loveless moved to approve the Preliminary CY 2008 DBRL Operating Budget. Hostetler seconded the motion. Richards said that he views this budget as the beginning of the budget process and the basis from which to start discussions for the final budget. The motion passed.

Setting of the 2007 CLD Operating Tax Rate

Richards asked Smith to explain why the tax rate is going up ever so slightly. Smith said that when you take this year’s preliminary assessed valuation, adjust out the new growth and compare the resulting number to last year’s assessed valuation, there is a decrease. This decrease allowed the tax rate to roll up slightly according to the Hancock Amendment requirements. This calculation is meant to compare the value of the same properties this year versus last year so you collect the same amount of revenue you did in the previous year plus an amount for the new growth.

Hostetler moved to adopt the proposed CLD operating tax rate for 2007 of 29.71 cents per $100 of assessed valuation. Glaze seconded the motion. The motion passed.

Setting of the 2007 CLD Debt Service Tax Rate

Smith clarified that in the notice of public hearing the library lists the highest rate allowed by the State Auditor’s Office, which for this year is 27.17 cents. He explained that the proposed rate for 2007 is actually only 23 cents, which will generate sufficient revenue to service CLD’s debt.

Glaze moved to adopt the proposed CLD debt service tax rate for 2007 of 23 cents per $100 of assessed valuation. Hostetler seconded the motion. The motion passed.

New Business

September Meeting – Richards reminded the board that the DBRL Board Retreat was scheduled for the evening of September 13, meaning that the CLD would need to determine a different time for its regular monthly meeting. The board discussed various options for alternative meeting dates and times.

Gerding moved, Webber seconded, to set the September CLD Board meeting for September 13 at 8:00 p.m. or immediately following the DBRL Board meeting. The motion passed.
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**Miscellaneous**

There were no miscellaneous items to discuss.

**Adjournment**

McDonald moved to adjourn and Hostetler seconded the motion. Richards adjourned the meeting at 7:56 p.m.

Minutes recorded by Lauren Williams, Executive Assistant.

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Board Secretary