Columbia Library District
Minutes, Meeting of February 14, 2008

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

Also present were Melissa Carr, Director; and Elinor Barrett, Kris Farris, Melanie Henry, Pat Kopp, Marilyn McLeod, Michael Mullett, Russ Niermeyer, Jim Smith, and Lauren Williams, DBRL staff; and Kate Lucero and Jae Lucero, members of the public. Debbora Jones, President of the Friends of the Columbia Public Library, was present for the first portion of the meeting.

Call to Order

Richards called the meeting to order at 6:01 p.m. in the Virginia Young Room of the Columbia Public Library.

Approval of Minutes

Gerding moved, McDonald seconded, approval of the minutes from December 13, 2007. The motion passed.

Communications

Carr explained that in addition to the generous monetary donations the Friends of the CPL give to the library, the regular volunteers work enough hours over the course of the year to be equivalent to two FTEs. Carr thanked the Friends for all of the hours of work they give and the number of materials they add to the collection (over 1,600 titles in 2007), and then she introduced Debbora Jones, President of the Friends.

Jones presented the board with a check for $70,000 on behalf of the Friends and explained the schedule and great success of the cart sales and other regular book sales over the course of the year. Carr listed some of the items purchased or supported with the previous year’s donation from the Friends, including book displays, $40,000-worth of materials, tables, and manipulation games for the children’s area. The board expressed their sincere thanks to the Friends for both the donation and the goodwill they create in the community.

Public Comment

There was no public comment.

Announcements

There were no announcements.
Director’s Report

Carr reported that there had been some recent vandalism to staff cars in the north lot, so the library is working with an outside company to provide increased security for that lot for a few weeks. She added that the library now has off-duty police officers providing security in the facility 6:00 to 9:00 p.m. Monday through Thursday and on weekends. She said the feedback from the staff and public regarding the police presence has been very positive.

Carr described the Dolly Parton Imagination Library project that she and Sarah Howard, Children’s and Teen coordinator, have been discussing for a number of years but never took action on because of the cost. She said that the program provides a free book each month to children in the community from birth to age five. She said she was pleased to announce that the Women’s Initiative of the United Way had taken on the project for the City of Columbia, with the hopes of later expanding it to all of Boone County, and that the library would like to partner with this organization and provide support for the project. Carr said she would like to request that $5,000 of the 2008 Friends donation be allocated to provide the first book for every child born in Columbia hospitals and whose families have a Columbia zip code for the first year of the project. She explained that each book would have a plaque indicating that it was a gift from the Friends, and we hope to include a library card application in each book as well.

McDonald moved to approve the allocation $5,000 of the Friends of the CPL’s 2008 donation to fund the first year of providing a free book for every child born in Columbia hospitals as part of the library’s partnership with the Women’s Initiative of the United Way and the Dolly Parton Imagination Library project. Glaze seconded the motion. Carr clarified that this did not commit the library beyond the first year of the project. She added that the library had volunteered staff to do the entry of participants’ data into a database, which would provide good contact information for the library to promote literacy programs to these children and their families. The motion passed.

Financial Reports of the Columbia Library District Capital Project

Smith noted that the December 2007 Capital Project report is preliminary because the library is waiting on a final report from the City of Columbia.

Approval of the Debt Service Warrant

Smith then called the board’s attention to the cash-custody account on page 5 of the January 2008 report. He said that the warrant distributed in the board’s packet would move money from the cash-custody account to the cash in bank account so that Carr can authorize the semi-annual debt service payment at the end of the month. Hostetler moved, Glaze seconded, approval of the warrant for debt service. The motion passed.
Quarterly Building Fund Report

Smith said that the Building Fund report for December 31, 2007 is preliminary and that he is waiting on information from the City of Columbia before he can finalize this report. He said he expects interest income to decrease after the library receives the information to record the GASB 31 entry, which records investments held by the City of Columbia for CLD at their market value.

Parking Lot Improvements Update

Barrett summarized the different ideas regarding parking lot improvements the board has discussed since their first talks with the mayor and with Grant School about the issue last summer. Barrett reviewed three different possible revisions to ease congestion and improve parking lot safety for vehicles and pedestrians.

The first revision includes increasing the width of the entry to the southeast “exit only” driveway and reducing the width of the drive between the two rows of parking on aisle 1. These changes are meant to encourage use of the southeast drive as an exit and to decrease congestion at the lot entrance by the stairs, forcing drivers to come farther into the lot before turning down an aisle. This would result in the loss of two parking spaces. Barrett said that the cost estimate KCI gave the library for this project was $28,000, which included the top soil, fine grading, seeding, and mulch for the new landscaped area that would be created. Barrett said that she recommended that the top soil, seeding, and other landscaping not be done by the general contractor but instead be performed by a landscaper. She said that the alterations to the exit drive and parking aisle one, the landscaping of the resulting new green space, and providing four trees proposed for the waiting area at the bottom of the ramp – should the board decide to pursue that idea – would cost an estimated $35,000.

The second revision includes relocating the existing 10-minute parking spaces and increasing the size and number of handicapped parking spaces. Because of the high turnover rate and the current location of the 10-minute parking spaces, vehicles tend to stack up at the main entrance waiting for cars to pull out of these spaces. Barrett said that the most costly part of this change is moving the signs, which includes core drilling the concrete to remove the bollards, moving the signs, and patching and repairing the existing concrete. She added that she also got a price quote of $2,200 for extending the handrails on both walls of the ramp, a suggestion staff has received from a number of patrons. The estimated cost for moving the bollards and signs, as well as extending the handrails, would be a total of $7,300. She clarified that Russ would do the striping, layout, and painting of the new spaces, as well as install the handrails. She said that moving the 10-minute parking spaces and increasing the size of the handicapped spaces would result in the gain of one additional handicapped space and a loss of 4 standard parking spaces. Barrett confirmed that all projects would be paid at the prevailing wage.

The third revision focuses on highlighting the ramp to increase its usage and alleviate congestion at the main entrance through the creation of a crosswalk from parking aisle 3.
to the bottom of the ramp and adding banners to existing light poles at parking aisle 3 and the west entrance of the ramp. Barrett said that the suggestion to use the same banners in the north lot had also been made, with the purpose of showing how large that lot actually is and visibly identifying it as part of the library. She explained that hanging banners will require obtaining a variance from the city, which will involve legal costs. The permit fee for hanging the banners would be an additional $175. Farris described the banners and their possible use for PR and marketing of large library programs. Farris said that the price for 12 banners, brackets for the existing poles, two additional poles for the north lot, plus the legal and permit fees would probably be at least $5,000.

Barrett then reviewed options for enhancing the visibility of the ramp, including encouraging the existing Virginia creeper vines to cover the wall. She said the landscaper recently discovered that the reason this plant is not climbing the ramp wall is because the wall is too smooth for the plant to adhere to it. Barrett said that adding a wire framework or trellis would solve this problem for just over $2,300. Barrett then reviewed a landscaping proposal the library just received for plantings at the east end of the parking lot as well as ideas for the end-of-ramp waiting area, including planters, benches, a shelter, or possibly a bench and trees instead of a shelter. The proposal showed a plaza and crosswalk created by cutting out the existing surface and installing brick pavers. The loading dock area would be screened by large planters containing trees. She showed several pictures of prefabricated shelter and bench combinations ranging in cost from $2,600 to $3,337. Barrett said that they could install just a bench or just a shelter for a little less cost. Carr added that she thought the library could find a donor for the cost of the bench. Barrett said for the crosswalk and plaza as shown, the cost would be $32,150, but because no final decisions had been made on whether to expand the handicapped parking spaces or create a plaza type waiting area, this design should be considered very conceptual at this point. The planters, if the library were to purchase all ten, including four large enough to contain trees, would cost $18,159. Barrett added that if a shelter were added, the board should consider additional costs including lighting, waste receptacles, no smoking signs, and so on.

Richards recapped the board’s discussions and work sessions with the engineers and architect over the last six months. He said he had heard consensus from the board that they approved the general approach and agreed that the changes to the aisle one and exit ramp should be done, with a possible goal of completing this work over spring break. He reminded the board that they talked about doing the work under the existing contract with KCI, but then decided they would like to put the project out to bid. Barrett added that at this point because of the small size of the project, KCI would prefer not to do the work. She said that getting this portion of the project completed will require finalizing the drawings, sending them to the city for approval and getting a permit issued. Richards said it seemed there was also consensus on moving forward with pursuing a variance to the sign ordinance with the city for the banners, and decisions about what kind and how many could be made later. Richards suggested taking action on these few things and leaving the discussion about the handicapped stalls and the end-of-ramp area for a future meeting. Barrett said that a decision on the landscaping would need to be made relatively soon, since she would like to separate the landscaping at the entrance drive from the
construction work and combine that into one package with other landscaping needs to reduce costs.

Barrett explained the procurement procedures, saying that if the work to be done costs less than $25,000, the library can simply obtain three price quotes, but if it is over $25,000 the procurement process takes more time and requires advertising in the paper. She said that if the landscaping portion were separated out from the concrete work, she thought the cost for altering aisle one and widening the exit ramp could be under $25,000. She added that it would likely take between 30 and 60 days to get the variance from the city for the banners. Richards said a motion was needed to direct staff to get three quotes for the concrete work at aisle one and the southeast exit, to move forward with the concrete work as long as the cost is less than $25,000, and to move forward with obtaining a variance for possible signage. Barrett added that it would also be helpful if the board could approve together as a package the landscaping for the new green space at aisle one and the work to encourage the plantings to grow up the ramp wall. In response to a question, Barrett confirmed that the landscaping work for the ramp wall was separate and independent from whether or not the board decided to widen and increase the number of handicapped spaces. Barrett said that the other item the board could approve was the lengthened handrails for the ramp. Richards asked if there were any objections to adding these items, and there were none. He reminded the board that the money for these projects would come from the Capital Project Fund since they are all modifications or improvements to the original building project.

Webber moved to direct staff to proceed with the following items in the south parking lot:

1. Obtain bids for demolition and construction to widen the entrance to the southeast “exit only” driveway and to reduce the width of the drive between the two rows of parking on aisle one; and move forward with the concrete work as long as the cost is less than $25,000.
2. Landscaping work for the new green space created by the changes to aisle one.
3. Begin process of applying for a sign variance for the possible addition of banners to existing light poles at parking aisle #3 and the west entrance of the ramp, as well as in the north lot.
4. Lengthen the handrails on both ramp walls.
5. Make improvements to the ramp wall plantings to encourage their growth.

Sievert seconded the motion. The motion passed.

Richards suggested that at the next meeting the board allocate time to talk about the handicapped spaces, the different ideas for the plaza area, and the shelter.

**Unfinished Business**

There was no unfinished business to discuss.
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New Business

There was no new business to discuss.

Public Comment

There was no public comment.

Adjournment

Gerding moved, McDonald seconded, to adjourn. Richards adjourned the meeting at 7:00 p.m.

Minutes recorded by Lauren Williams, Executive Assistant.

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Board Secretary