Daniel Boone Regional Library  
Minutes, Meeting of March 15, 2007

Call to Order, Roll Call, Determination of Quorum, and Introduction of Staff and Visitors

Hostetler called the meeting to order at 7:02 P.M. in the Virginia Young Room of the Columbia Public Library. Board members present were Lynn Hostetler, President; Patsy Craghead; Rosie Gerding; Marie Glaze; Tiff Lauffer; Michael Luebbert; David McDonald; Patricia Powell, Vice President/Secretary; Tom Richards; Jessica Robinson; Jo Sapp; MaryEllen Sievert; and David Webber. Terri Brunner, Linda Dellsperger, Terry Higgins, Larry Nolte, and Debbie Reed were absent.

Also present were: Melissa Carr, Director; Elinor Barrett, Melanie Henry, Linda Hodgkins, Marilyn McLeod, Pat Kopp, Sherry McBride-Brown, Karen Neely, Jim Smith, and Lauren Williams, DBRL staff; Ken Pearson, Boone County Presiding Commissioner; and Sarah Semelka, Columbia Daily Tribune.

Public Comment

On behalf of the Boone County Commissioners, Presiding Commissioner Ken Pearson thanked the Board of Trustees for volunteering their time and efforts to serve the community.

Approval of Minutes

Robinson moved, Sapp seconded, approval of the February 15, 2007 minutes with one correction:

- In the first sentence change “Lynn” to “Hostetler.”

The motion passed.

Monthly Reports

Financial Report – Smith called the board’s attention to page three of the financial report where the investment interest line item shows a credit balance of $4,401. He said this credit resulted from reversing the entry to book an unrealized gain at the end of the year as required by Governmental Accounting Standards Board Statement No. 31. By reversing this entry we make sure we have the true cash balance reported on our monthly financial statements. Smith said he expects this balance will correct itself when we receive the January and February reports from the city of Columbia. On page six of the report, Smith noted that the line item “Automation Grant” should actually read “Callaway County Public Library RIF Grant” and that he will be moving these funds to the General Operating section because this is a program.

Gerding asked why the library is still receiving money from COIN since that organization has dissolved. Smith and Carr clarified that the COIN board decided to remit its remaining funds at the end of the year to the library because DBRL had taken over hosting the community web sites and was the longest COIN supporter and only sustaining member. McLeod added that the COIN
board had kept some money in reserve in case they received some unexpected bills, and then after the year’s end they turned their remaining funds over to the library. In response to a question, Smith stated that this was not a “fee” but rather miscellaneous revenue. Smith said he believed that it would be best to show this amount separately on the monthly report but include the amount in miscellaneous revenue on the year-end financial statements.

Richards asked if the amount of property taxes collected was as expected. Smith confirmed that 88% of the property taxes budgeted have been collected and that this is in line with expectations. He added that at this time of year he usually expects between 88% and 90% of property taxes to have been collected.

Service Report – Carr reported that while the library system experienced a slight increase in circulation, there were decreases in other categories because of all facilities being closed for Staff Day and inclement weather causing some program cancellations and otherwise affecting program attendance.

Hostetler commented on the decrease in bookmobile visits, and Carr said that the weather was again a factor. She explained that even when our facilities are able to open, the roads are often dangerous for the bookmobiles, and the parking lots where the bookmobiles are stationed are sometimes not plowed or salted, making them too dangerous for patrons to walk on.

Director’s Report – Carr reported that the Columbia Public Library was recognized by an *Inside Columbia* magazine reader poll as “best local architecture.” The library is being included in the production of a video to be played at the May party for all reader poll winners.

Carr said that the evening’s earlier event to unveil the sculpture the Columbia Friends had donated in memory of Gene Martin had been well attended. She thanked the Friends, artist Sabra Tull Meyer, and the staff that worked so hard to make the celebration special. She informed the board that The Secret Garden would be open at certain times during National Library week and that there are plans for events around the sculpture during that time.

Carr also thanked Sherry McBride-Brown and the Outreach staff who helped the library participate in “Spark in the Park,” the recent diversity celebration in Douglass Park, by providing a materials display and activities for children.

Carr announced to the board a parliamentary procedure workshop being held on Saturday, March 24 from 9:00 a.m. to 2:30 p.m. and said that those interested in attending should contact her. Webber said that he attended the event last year and found it very worthwhile, and he encouraged others to register.

Finally, Carr said she had copies of the proposed changes to Boone County’s Chapter 100 policy available for those who are interested.
District Board Reports

Boone County Library District (BCLD) Board – Lauffer reported on a series of events and meetings of community organizations that library staff and election committee members had been attending in order to give presentations on the proposed tax levy and plans for the new libraries.

Robinson reported on the activities of Branching Out: Yes for Libraries and Literacy. She thanked Carr for dedicating so much of her own time giving informational presentations to various groups and explained that Carr typically reviews the library staff and board’s planning process and the history of the projects to date, and then a member of the election committee follows up with an appeal for support. She added that two library science students had handed out flyers about the proposed levy at the True/False Film Festival. Robinson said that the committee had not raised as much money as they had hoped to have at this point, and she said that they were at risk of not having enough funds to pay for the planned direct mail campaign. Richards asked the other board members to do what they can to bring in money donations over the next few days, saying that increasing turn-out through the direct mail campaign is essential. Board members shared the names of organizations, like the League of Women Voters and the Chamber of Commerce Executive Committee, who had voted to support the issue. Carr encouraged board members to let staff know of any Boone County organizations or committees with upcoming meetings at which we could give presentations. Robinson said she would send all board members text about the ballot issue that they could then email to their friends and associates in the Boone County Library District. Lauffer added that the most recent “Cover to Cover” had excellent information about the building projects and that these program guides are being distributed to businesses and other locations throughout the county.

Columbia Library District (CLD) Board – Glaze reported that the Columbia Library District Board heard from Steve Smith of Williams Keepers about the upcoming audit that is scheduled to begin on March 19th. She said that Barrett had updated the board on a few building projects, including lighting and tree replacement, and added that the possibility of installing revolving doors to save energy costs was discussed. Sapp then reported on the recent meeting of the Citizen’s Art Committee and said that the committee is working on the creation or clarification of several statements including a collection management statement and a lending policy.

Board Committees

Finance Committee – Jim Smith said that the Finance Committee met with Steve Smith of Williams Keepers on March 5th for a pre-audit conference. He said that the audit will begin on March 19th and that board members are welcome to contact Steve Smith directly with any questions or concerns. Jim Smith also reported that he shared with the Finance Committee a list of assets disposed of during 2006.

Old Business

There was no old business to discuss.
New Business

There was no new business to discuss.

Public – Comments on Agenda Items

There was no public comment.

Staff – Comments/Announcements

There were no staff comments or announcements.

Board – Comments/Announcements

Robinson expressed her thanks again to Carr, Barrett, Farris, and other library staff for the amount of personal time they have volunteered to the campaign.

Adjournment

Glaze moved, Sapp seconded, to adjourn the meeting at 7:41 p.m.

Minutes recorded by Lauren Williams, Financial and Administrative Associate.

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Board Secretary