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

Craghead called the meeting to order at 7:01 p.m. in the Virginia Young Room of the Columbia Public Library. Board members present were Terri Brunner; Patsy Craghead; Rosie Gerdina; Marie Glaze; Tiff Lauffer; Jim Loveless; Michael Luebbert; David McDonald; Larry Nolte; Debbie Reed, Warrant Officer; Tom Richards; Jessica Robinson; Jo Sapp; and David Webber. Linda Dellsperger, Terry Higgins, Lynn Hostettler, Patricia Powell, and MaryEllen Sievert were absent.

Also present were: Melissa Carr, Director; Connie Bush, Kris Farris, Melanie Henry, Linda Hodgkins, Marilyn McLeod, Jim Smith, and Lauren Williams, DBRL staff; Steve Smith, Williams-Keepers, LLC; Sara Semelka of the Columbia Daily Tribune; James Corgan, Kay Cox, and Patt Olsen, members of the public.

Craghead welcomed and introduced new Columbia Library District Board member Jim Loveless.

Public Comment

There was no public comment.

Approval of Minutes

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

Finance Committee

Reed reported that at its May 2nd meeting the Finance Committee passed a motion to recommend acceptance of the 2006 audit report to the DBRL Board of Trustees. Jim Smith then introduced Steve Smith of Williams-Keepers. Steve Smith explained that the audit provides an opinion on the library’s financial statements, and he described the audit process. Steve Smith said that the auditors did not have to propose any adjustments to the financials prepared by library staff, they found no errors, and they found no significant material weaknesses in internal controls. He explained that the library system has a good governance process for the audit in which the auditors meet with the Columbia Library District Budget and Financial Oversight Committee and the DBRL Finance Committee for pre-audit conferences. At the conclusion of the audit, the auditors present a draft report to these committees and then distribute the final reports to the full DBRL board. He noted that the Management Discussion and Analysis section is a narrative overview of the financial statements that provide some comparisons to the prior year and discussions of the GAAP (generally accepted accounting principles) financial statements. He added that the auditors found the library’s books and records in good order and had the full cooperation of management. He said it was a clean audit. On behalf of the DBRL Finance Committee Reed moved to accept the 2006 audit. The motion passed.
Monthly Reports

Financial Report – Jim Smith offered to answer any questions about the financial reports. Gerding asked when the library would receive a bill for its share of the remaining election costs. Smith said that it takes the county several months to calculate the total election costs and allocate them among the entities with questions on the ballot, so it will be at least fall before we receive another bill.

Service Report – Carr noted that circulation increased fairly evenly at all locations. She said that April was a good month, but added that there was a mechanical issue with the bookmobile’s fuel line which affected service. Luebbert asked why the directional information contacts were down so significantly at the Callaway branch. Carr responded that Linda Hodgkins had been reviewing with the Callaway staff what types of contact were directional (“Where are the 600s?” or “Where are the tax forms?”) versus “Assisted, Advisory, Information, Interpretation,” so this drop was likely due to changes in reporting.

Carr added that this year staff is trying to review the service report and improve its consistency with the changes noted in the past few months’ director’s reports. She said that turnover in the Executive Assistant position responsible for compiling the statistics for the service report has affected its consistency.

Director’s Report – Carr announced that the library received a check for $4,650.76 as a result of a FEMA disaster assistance grant related to the severe winter weather in late January. She reported that during January through April the AARP tax assistance group filed 760 federal forms, 752 state forms, 18 past year returns, and provided 35 other types of assistance at the Columbia Public Library.

Gerding expressed interest in seeing the customer service handout from Staff Day, and Glaze commended staff for the new study room policy. Carr noted that new time limits had also been implemented for the public Internet computers, and this policy was working well to address problems caused by high demand.

District Board Reports

Boone County Library District (BCLD) Board – Lauffer reported that earlier in the evening a group of Hallsville citizens had made a presentation to the BCLD Board expressing a desire for a library branch in their town. Susan Daly, Hallsville School Board member, made the presentation, and Chad Sayre, who has a property adjacent to school, described tentative plans for making that property ADA compliant and suited for a leased library facility. Lauffer said Daly shared the demographics of Hallsville compared to those of Ashland. He added that Sayre was willing to design his building with the library’s needs in mind if the library wanted to rent the space. Lauffer said the BCLD board would share this information with the Long Range Planning (LRP) Committee. Lauffer added that the Sturgeon Chamber of Commerce sent a letter saying they support a library in Hallsville. The board discussed which committee should examine this idea closer. Richards commented that part of the Ad
Hoc Election Review Committee’s charge is to make recommendations for how to address future library service plans in the region, and getting to those recommendations will be a several month process. Craghead added that the Long Range Planning Committee either needs to meet before the end of the board year on June 30 or the board needs to pass a motion waiving this meeting requirement. Loveless asked if Sayre had put some sort of time limit on how long his offer to work with the board would be on the table, and if he understood how lengthy the board’s process is. Lauffer said Sayre hadn’t talked about or asked about timelines.

Columbia Library District (CLD) Board – Glaze reported that the Bussabarger lights are installed and working. She said there is a small art display on the third floor with pieces from the collection donated by the Columbia Art League. She reported that the CLD Board passed a motion approving the 2006 audit of the Building Fund, the Capital Project Fund, and Debt Service Fund. The CLD Board approved changes to two financial policies and approved a cost proposal to install two large book returns with bollards and cushions. She said they also heard a report from the CLD Nominating Committee that the following slate of officers will be voted on at the June meeting:

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

Board Committees

Ad Hoc Election Review Committee – Richards said that the committee met on April 25 to determine the process for gathering feedback from the community regarding the election and library services. He read the committee’s charge: The Ad Hoc Election Review Committee is formed to evaluate the reasons behind the BCLD election results, consider and gauge public opinion regarding library services, reconcile the 2006 survey results with the election outcome, and present these findings along with recommended next steps to the DBRL board.

Update – Richards said the first step in the committee’s information gathering process is a series of forums to allow for public input. Farris shared with the board the schedule for these moderated public forums or “listening sessions”:
- May 22, Hallsville Community Center
- May 23, Boone County Government Center
- May 24, Ashland Senior Center

She added that advertisements for these forums would appear in several local newspapers. Richards said that having these events on three consecutive nights allowed for more efficient promotion of the events, with all of them being advertised together.

Richards said that committee members were also meeting one-on-one with community members, and that the committee has decided to conduct a public survey. He said the first step in the process is to gather as much information as they can to identify all of the key issues that caused the tax levy to fail. He said then the committee can focus on each issue, make a recommendation to address each one, and then create a road map of what the board
should do next. He said the committee identified the key question they need to answer: is there a plan for expanding library services the public will support, or is it the case that no matter what the board presents, the public will vote it down? Richards said that the answer to this question will impact the system’s long range plan.

Richards read the following motion passed by the Ad Hoc Election Review Committee: The Ad Hoc Election Review Committee recommends the DBRL Board of Trustees authorize the Director, with the approval of the DBRL Board President and Ad Hoc Election Review Committee Chair, to solicit survey services and contract with the successful survey vendor in order to complete the survey in a timely manner. He said that the costs of this survey will be well under $25,000, so the RFP process outlined in the procurement policy will not apply, which is important since that process is lengthy and the committee would like to get feedback from the public while the library issue is still on their minds.

Board members discussed their concerns about the value of a survey since the survey conducted prior to the election seemed to provide misleading results. Richards pointed out that the 2006 survey did not include any details of the plan like architecture, cost, or location of the north metro branch. Board members debated the timing of the survey and suggested information from the public forums could inform the survey. In response to a question, Carr said that the phrase “survey services” in the motion was purposefully general because the selected firm might recommend conducting focus groups, a web survey, or other tactics.

Board members discussed potential problems reaching the voters whose input they need the most, as well as concerns regarding conducting the survey during the summer months when people might be out of town. Loveless suggested that professional firms should know how to get around these potential problems and could advise the library regarding timing of the survey. McDonald expressed concern about the sense of urgency in getting the survey done and suggested focusing on conducting a quality survey rather than getting results back as quickly as possible.

In response to a question, Richards said that in addition to himself, the other Ad Hoc Election Review Committee members are Terri Brunner, Patsy Craghead, Terry Higgins, Patricia Powell, MaryEllen Sievert, and David Webber.

Richards addressed board members’ concerns about the survey and added that he, Hostetler, and library staff had met with a survey expert to review the 2006 survey. The survey expert said in her opinion the survey was statistically valid and that its results reflected the main reasons people would vote against a proposed tax increase for library services. Richards said he felt conducting this post-election survey would be money well spent because it could prevent us from wasting time and money in the future pursuing the wrong plan.

Board members discussed different methodologies for gathering information and seeking input directly from those who opposed the proposed expansion plan. The board discussed one-on-one meetings with community members, and Sapp said that there should be a method to systematically track the information gleaned from these informal conversations. Richards said it was the board’s ongoing responsibility to talk to people in the community about the
library, and Reed suggested members commission themselves to talk to five people in their respective districts about library services and collect the comments received.

Nolte called the question on the motion under discussion. The motion passed.

Richards said that the Ad Hoc Election Review Committee would meet on June 7 at 6:30 p.m. to review feedback from the public forums. Craghead encouraged board members to attend the public forums.

Robinson moved, Webber seconded, that the board recess the meeting for a five-minute break. The motion passed and Craghead recessed the meeting at 8:13 p.m.

The meeting resumed at 8:19 p.m.

Finance Committee – Reed reported that on May 2nd the Finance Committee passed a motion to recommend approval of the fiscal management policies, with changes as presented and discussed, to the Daniel Boone Regional Library Board of Trustees. Smith reviewed the policy changes. Smith said that staff added a sentence to the Receipt Policy (ADMIN 2-703) to clarify its purpose. He said Investment Policy and Banking (ADMIN 2-705) described how the DBRL Board will deal with investment interest risk. In response to a question, Smith said that the old policy was outdated and that the revised policy is almost completely new. Smith said changes to the Warrants and Disbursement of Funds Policy (ADMIN 2-707) clarified signing authority on the different accounts. He said changes to the Mileage Reimbursement Policy (ADMIN 2-708) made the language more concise. Smith said that the changes to the Payroll Processing Policy (2-709) were to loosen the strict due dates for paychecks and direct deposits in the case of extenuating circumstances. In response to a question, Henry responded that staff was comfortable with this change. Smith explained that the proposed change to the Procurement Policy (ADMIN 2-710) exempted vehicle purchases from the formal RFP (Request for Proposals) process and was necessary because dealerships would not respond to a formal RFP due to the length of time the process takes.

Smith then reviewed the proposed new policies. He said that the new Cell Phone Policy formalizes the board’s authorization of providing cell phones to key individuals for use when conducting library business and reimbursing employees using their personal cell phones for library business. He said that the proposed Staff Travel, Conference, and Training Policy provides a formal policy to go with the existing procedures staff currently follow. The new Retirement Investment Policy clarifies the responsibility of all parties involved with the retirement plan and states how the library intends to comply with ERISA requirements, such as reviewing investment options and setting certain performance benchmarks.

Finally, Smith said the wording changes in the Board Expense Policy for Association Membership Dues, Conference Registration and Travel (ADMIN 2-730) were to make the language more concise and clear.

The motion to approve the fiscal management policies passed.
Reed reported that the Finance Committee approved a motion to renew the lease for the Southern Boone County facility following the same procedure as in the past. She said the new lease would expire in August of 2008. She said that the committee passed a motion to accept the “Revenue and Expenditures by County” report and approved a motion that the location reports (worksheets to prepare our cost allocation report) not be brought to the Finance Committee for review but instead be reserved for staff use. She said that Smith also gave a report on expanding the library’s bandwidth through MOREnet, the cost for which Smith believes can be absorbed in this year’s budget.

Nominating Committee – Robinson reported that the DBRL Nominating Committee voted to nominate the following slate of officers:

- President: Patricia Powell
- Vice President/Secretary: Terry Higgins
- Warrant Officer: Marie Glaze

She added that all of the nominees have been contacted and are willing to serve.

**Old Business**

There was no old business to discuss.

**New Business**

Farris said that the draft of the 2006 annual report was included in this month’s board packet and asked that board members email her with any corrections or suggestions. She pointed out that “principle” on page 15 should be spelled “principal.” Robinson commended the library’s communications staff on a fantastic report. She then expressed concern regarding the SoBoCo and north metro branch planning discussed on pages 5 and 6 with no mention of the election outcome. Farris said that she and Melissa had struggled with what to include since this is the historical report of 2006, and the decision to put the question on the ballot did not happen until January, 2007. Richards suggested adding a “subsequent event footnote” addressing the outcome of the election and the board’s plans for moving forward. The board discussed ways to accurately report the library’s work on the Boone County branches without appearing to be disconnected from the reality of the election outcome, including shortening the section, moving it to the back of the report, adding a summary of the 2007 election results, adding a note from the Director in a different color or font, or a combination of these ideas. Robinson moved, McDonald seconded, to approve the 2006 annual report provided it is revised to reflect the Board’s discussion of May 10 and subsequently reviewed and approved by one representative of each library district board before it is printed, sent to the state, and made available to the public. The motion passed.

Robinson, Gerding, and Luebbert volunteered to review the 2006 annual report once revised.

Robinson moved, Webber seconded, that the board direct the library’s communications staff to produce two annual mailings highlighting the library’s accomplishments and activities, one from
the DBRL Board to all registered voters in the Daniel Boone Regional Library system and another from each library district board to registered voters in their respective districts.

Board members discussed the cost of these mailings and whether they overlapped with any current communications efforts. Webber suggested that the board postpone voting on this motion until the Ad Hoc Election Review Committee does its work because such a communications plan might be one of its recommendations.

Robinson moved, Webber seconded, to refer the following recommendation to the Ad Hoc Election Review Committee for consideration:

- The library’s communications staff will produce two annual mailings highlighting the library’s accomplishments and activities, one from the DBRL Board to all registered voters in the Daniel Boone Regional Library system and another from each library district board to registered voters in their respective districts.

The motion passed.

Loveless moved, McDonald seconded, to direct staff to gather cost information regarding possible twice annual mailings to registered voters, including postage, printing and staff time costs, and to report this information to the Board. The motion passed.

**Public – Comments on Agenda Items**

There was no public comment.

**Staff – Comments/Announcements**

There were no staff comments or announcements.

**Board – Comments/Announcements**

Gerding said that at a recent Finance Committee meeting there was discussion of reported dissatisfaction among trustees regarding the policy for board members’ travel and conference attendance. She asked if this issue should be included on a future agenda. Smith said that at their last meeting the Finance Committee agreed the issue could be addressed when creating the operating trustee development budget for 2008.

Reed left the meeting at 9:02 p.m.

**Evaluation Committee**

Richards distributed a report from the Evaluation Committee and reminded the board that its primary responsibility is employing the Library Director. He said that the committee reviewed the Director’s performance evaluations in closed session and will review them with the full board this evening in closed session. He reported that in open session the committee approved a motion recommending that the DBRL Board extend the contract of the Library Director for an additional year with a 4% increase in salary. Richards said that the board would consider this
motion in open session this evening following the review and discussion of the performance evaluation. He said the committee also discussed and adopted a framework for setting objectives for the Library Director for the coming year, and progress toward such objectives will be incorporated into the evaluation process next year. He added that the Library Director will be involved in developing the objectives, and the DBRL Board will approve the final list of objectives. He said the committee hoped to have these objectives drafted for the board’s review in July or August. Richards asked each trustee to submit via email at least one potential objective for the Library Director no later than May 20, 2007.

Carr said that after this first year of an objectives-based evaluation, the hope was to adopt a more formal process. Richards added that the goal is to put the process in writing so that it retains the board’s original intent.

Richards said that the library is blessed with an outstanding staff that has performed well in the face of a challenging and difficult year. He expressed the board’s appreciation for the library’s staff.

**Evaluation Committee – Closed Session Concerning Matters of Personnel as Authorized Under 610.021(3) RSMo.**

Sapp moved, Luebbert seconded, to go into Closed Session concerning matters of personnel as authorized under 610.021(3) RSMo. Vote on the motion was taken by roll call: Brunner – yes, Craghead – yes, Gerding – yes, Glaze – yes, Lauffer – yes, Loveless – yes, Luebbert – yes, McDonald – yes, Nolte – yes, Richards – yes, Robinson – yes, Sapp – yes, Webber – yes. The motion passed and Craghead recessed the meeting at 9:14 P.M.

The meeting reconvened in open session at 9:40 P.M.

In recognition of her outstanding performance over the past year, Sapp moved, Loveless seconded, to extend the Library Director’s contract with a 4 percent increase in salary, which is consistent with what the DBRL staff received for 2007. The motion passed.

**Adjournment**

Glaze moved, Sapp seconded, to adjourn the meeting. Craghead adjourned the meeting at 9:45 p.m.

Minutes recorded by Lauren Williams, Executive Assistant.