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

Powell called the meeting to order at 7:07 p.m. in the Virginia Young Room of the Columbia Public Library. Board members present were Pat Powell, President; Mary Ann Beahon; Susan Breyfogle; Patsy Craghead; Linda Dellsperger; Mary Fennel; Rosie Gerding; Marie Glaze, Warrant Officer; Lynn Hostetler; Tiff Lauffer; Jim Loveless; Michael Luebbert; David McDonald; Tom Richards; and David Webber. Terri Brunner, Terry Higgins, Jessica Robinson, and MaryEllen Sievert were absent.

Also present were: Melissa Carr, Director; Elinor Barrett, Connie Bush, Melanie Henry, Linda Hodgkins, Sarah Howard, Marilyn McLeod, Mike Mullett, Karen Neely, Jim Smith, and Lauren Williams, DBRL staff; and Sarah Semelka, Columbia Daily Tribune.

Powell introduced and welcomed new Columbia Library District Board member Susan Breyfogle.

Public Comment

There was no public comment.

Board Committees – Finance Committee

Powell asked the board, if there was no objection, to skip ahead to item 6.a. in the agenda and hear the report from the Finance Committee so that the recess to the individual library district board meetings could occur on time.

Glaze said that the Finance Committee met on August 9th, and after Smith makes his presentation on the budget, she will report the motion from the committee.

Preliminary CY 2008 DBRL Operating Budget – Smith explained that the purpose of the preliminary budget is to demonstrate the need to set the tax rate and start the process of discussion for the final budget. Smith characterized the 2008 preliminary budget as a maintenance budget since the board and staff are still in the process of revising strategic and long-term plans for the region. He said this budget maintains the current library facilities and services.

Smith said that revenue is projected to increase seven percent mainly due to a six-percent increase in tax revenue based on a BCLD tax rate of 29.86 cents per $100 of assessed valuation, a CLD tax rate of 29.71 cents per $100 of assessed valuation, and a CCLD tax rate of 19.50 cents per $100 of assessed valuation.

Smith explained that the expenditures portion of the budget authorizes staff to spend funds in the categories listed after the board approves the final budget. He said that salaries and benefits
increased three percent mainly due to including a placeholder for a 3.5-percent across-the-board raise for staff. Dellsperger asked why this figure was used, and Smith responded that the library has historically used the 3.5 percent placeholder in the preliminary budget since it is used in our Long Range Financial Plan, and this year it is the increase in the consumer price index. Carr clarified that for the final budget HR Manager Melanie Henry will put together research on pay comparisons and information about staff salaries at other entities in the community, and she will present salary recommendations to the Finance Committee for discussion in November. Dellspiger asked what percentage of staff salaries are fringe benefits. Carr said that it varies depending on the class of staff but that she would get those figures and bring them back to the board. Smith explained that for the preliminary budget we are using a placeholder of six percent to estimate the increase in the cost for employee health and dental benefits. Richards clarified that this preliminary budget is just an approximation so we can set the tax rate and explained that in the Finance Committee they had a lot of questions and requests for further information from staff so that they could begin work on the final budget. Carr added that this preliminary process also allows staff to discuss needs for the next year and what expenditures they should research and get pricing on and what requests will likely not be approved. Carr said that the preliminary budget includes no new staff positions, though she did have requests for new positions.

Smith said that the materials budget increased to improve the collections in all facilities. He said the general operating category is decreasing mainly due to projecting that we will need fewer circulation supplies, removing the election line item, reducing personal mileage reimbursements, and reducing the professional fees line item since the library will not need bond counsel services. Dellsperger asked why there isn’t a larger increase in printing costs if postage costs are going up in anticipation of doing an increased number of mailings to our constituents. Smith said that the increased costs for printing the mailings is offset by eliminating the costs of printing items for the proposed new branches. Smith said that due to the ballot issue not passing, the 2007 projected actual amount for printing is likely too high since we no longer need to do that printing. He said he would closely review this line item for the final budget.

Smith explained that the building operations and maintenance category is decreasing five percent because of a projected decrease in utilities, gas, and telephone costs. Smith added that our facilities manager is taking on a number of tasks the library previously paid outside vendors to do, and this is having real budget impact. Dellsperger pointed out that our payments for electricity and water year-to-date are not even half of what we estimated for 2007. Smith responded that the library’s payments vary month-to-month based on usage, and the amount in the actual column is one month behind due to the way utilities are billed. Smith said that he expects to see larger bills for usage during the summer months. Richards said that the library ended 2006 quite a bit below its projected expense budget and the library is continuing its good track record of not spending the maximum allowed in the budget. Dellsperger responded that as a tax payer she might say that the library should decrease its operating tax levy because it does not need all the money the taxpayers give it. She added that the projected fund balance shows that the library will have funds set aside that nearly equal one year’s worth of operating costs. Smith explained that historically the board has wanted to save money for future capital improvements, facility maintenance, and furniture and equipment purchases as outlined by a replacement cycle which includes vehicles, computer equipment, and self-check machines. Smith confirmed that the proposed unrestricted fund balance for 2008 is $2.6 million. Carr
added that since the board and staff have not worked through a strategic plan for the future direction of the region, staff didn’t move these funds around or make many changes to them. Powell asked staff to explain the equipment replacement cycle list at a future meeting.

Dellsperger asked if staff had done a projection of what it would cost to be open on Sundays in the summer. Carr confirmed that the Finance Committee has asked staff to put together a report on the costs and organizational impact of opening on summer Sundays as part of the final budget process. Glaze added that all board members are welcome to attend the Finance Committee meetings and be a part of developing the final budget. Carr remarked that another good thing about the preliminary budget process is that it allows time to discuss and sort through topics that need addressing and gives staff members the opportunity to put together the information they now know the board wants.

Gerding said she did not see a need for the contingency line item to increase 50%. She warned against budgeting revenues as low as possible and expenditures as high as possible, and she said there is a fine line between budgeting conservatively and asking for more money than we need. Smith said that donation revenues and grant spending are both increasing, and the contingency is an allowance to keep us from exceeding our total budget. He said these funds cannot be expended without prior approval from the board. Smith said he made a note to closely review the contingency line item for the final budget.

Carr said that staff is discussing ways to provide new services other than building new facilities, talking about how to add more materials without an increase in square footage, and she asked staff not to make budget requests for new services and programs at this point.

Richards said that he favors low taxes, but the board is not talking about raising taxes. He said that the Columbia building is now five years old, and the board has an obligation to maintain this building and the Callaway facility, to plan for maintenance projects and repairs, and if the board doesn’t set aside sufficient funds for future improvements they will be forced to go for a tax increase. Craghead asked if there is a government recommendation or standard for how much money to set aside. Smith said that there isn’t really such a standard, but last year he looked at our fund balance compared to other libraries, and our fund balance falls right in the middle.

Glaze reported that at its August meeting the Finance Committee voted to recommend acceptance of the preliminary 2008 DBRL Operating Budget to each of the individual library district boards. She added that the committee also received a report on the anticipated RFP and RFQ schedule for the next twelve months.

Public Comment – There was no public comment on the preliminary CY 2008 DBRL Operating Budget.

Recess to Individual Library District Board Meetings – Luebbert moved, Craghead seconded, to recess to individual library district board meetings. The motion passed and Powell recessed the meeting at 7:40 p.m.

Powell reconvened the meeting at 8:10 p.m. Carr introduced staff and visitors in attendance.
Approval of Minutes

Dellsperger moved, Hostetler seconded, to approve the minutes of July 12, 2007. The motion passed.

Monthly Reports

Financial Reports – Gerding pointed out that as of July 31 property tax collections are $450,000 short of this year’s budget, and she asked if we expect to receive this much tax revenue in the remaining months of the year. Smith confirmed that the library sees a big bump in tax revenue in December because a number of people pay their tax bills upon receipt, and he expects that we will receive the revenues we have budgeted.

Service Report – Carr explained that the decrease in program attendance was due to the more structured types of programs held this month and some of the larger programs being spread more evenly between July and August this year as compared to last. She said that Callaway’s recent participation in a Holts Summit back to school fair went very well and that Outreach is participating in a similar event on Saturday. Carr said that the decrease in meeting room usage has to do with the fact that this year the rooms were more heavily used for library programs and staff meetings so that fewer were available for community use. Carr said that staff is still in the process of looking at the statistics and outlining what is included in each category to make sure they are consistently reported. Carr noted that the library received some nice donations this month, with a few in memory of Helene Holroyd. Carr explained Rotary South’s tradition of donating money to the library to pay for books added to the collection in honor of their guest speakers.

Director’s Report – Carr reminded board members interested in attending MLA to turn in their written requests to Powell. Carr shared with the board a note of appreciation she received from Don Stamper, co-chair of the Election Committee, expressing his delight at having a book added to the collection in honor of his guest speakers.

Update on Columbia Public Library Usage – Carr explained that with the increased usage of our facilities, we can expect the number of patron comments to also go up. Barrett reported on a recent complaint that was emailed to most of the members of the CLD Board. Barrett said that the complaint was regarding noise levels, and the patron said he has an ADA impairment. The patron specifically complained about socializing among other library users, tutoring sessions, babysitting, cell phone conversations, and crying children. Barrett said that in the Columbia facility there are different spaces that are meant to be used in different ways, and she said it sounds like this person is sitting on the first floor near the children’s area. Barrett said the facility was designed to separate the children’s area on the first floor from a quieter space on the second floor. The mezzanine level is farther removed and provides a quiet reading room. Barrett said there are also study rooms for visual and auditory separation. Barrett said she tried to contact the patron in person but had no working phone number, so she sent a written response to his complaint, as did Gerding, but neither had received a reply.
In response to a board member’s question, Barrett said that we do not have a written cell phone policy limiting their use in the building. Manager of Reference Services Marilyn McLeod said that staff has been trained to ask people using cell phones at the public computers to step away and go to the lobby or hallway to finish their conversations. Dellsperger asked if there is a policy addressing child behavior, and Barrett confirmed that we have a behavior policy and guidelines for dealing with disruptive behavior. Children and Teen Coordinator Sarah Howard said that if there is a crying child, staff usually gives the parent a minute or so to try to deal with the situation, and then staff asks if they can help, trying to use things like stickers as a distraction, offering to help carry books or assisting in some other way. Barrett added that we have a policy regarding unattended children, and staff sometimes gives this policy to parents who need reminding of the rules. Barrett said that she uses the “how are we doing?” comment forms to spot trends, and after the library posted signage at the computer banks about not using cell phones while on the computers, complaints about cell phone usage dropped off almost completely. She added that the library will be testing the soundproof cell phone booth Brunner won from a vendor at ALA to see if patrons will use it.

Webber said he’d like to thank this constituent for writing to the board. He said it takes courage to speak out in criticism of public services. He added that he also found it hard to find a quiet spot on the second floor because of students using laptops, cell phones, and iPods, sometimes simultaneously. Barrett said that this will probably be a continuing problem as more than 2,000 patrons visit the library daily.

Howard explained that most tutoring sessions take place in the children’s area, including those that are library sponsored. Barrett said that the library had recently changed its study room procedures to ensure that private tutors don’t monopolize them. She added that in the library’s long range plan they identified the five-year mark in this building as the time the system would need branches to siphon off some of the usage at the Columbia facility. Richards said that this is almost a great problem to have as it tells us that people want library services and like to use the facility. Barrett said that staff does take patron comments and complaints seriously and works to balance the needs of as many users as possible.

**Report from Individual Library District Board Meetings**

**Boone County Library District (BCLD)** – Lauffer reported that the BCLD Board approved the preliminary CY 2008 DBRL Operating Budget and made the following recommendations.

- The BCLD Board recommends that the 2008 salary increase for staff be set taking into consideration the percent increase in benefit costs for employees.
- The BCLD Board recommends that the library build into the budget funding for opening on summer Sundays.

Dellsperger added that the BCLD Board felt they should be cognizant of what other entities in the community are doing for salary increases this year.

Lauffer reported that the BCLD Board set the 2007 operating tax rate at 29.86 cents per $100 of assessed valuation.
Callaway County Library District (CCLD) – Luebbert reported that the CCLD Board unanimously voted to approve the preliminary CY 2008 DBRL Operating Budget.

Columbia Library District (CLD) – Richards reported that the CLD Board approved the preliminary CY 2008 CLD Debt Service Fund Budget and the final CY 2008 CLD Building Fund Budget. He said the board is working on some parking lot traffic and safety issues and met with Grant School’s administration on this topic. He announced that the board will be meeting with a traffic engineer and the library’s architect to further work on the parking lot and they hope to have some recommendations in September to address the safety issues. The CLD Board appointed Gerding to represent the CLD on the DBRL Finance Committee. Richards reported that the CLD Board approved the preliminary CY 2008 DBRL Operating Budget, set the CLD operating tax rate at 29.71 cents per $100 of assessed valuation, and set the debt service tax rate at 23 cents per $100 of assessed valuation.

Unfinished Business

Powell said that if approved the resolutions for retired board members Larry Nolte and Debbie Reed will be presented at the October DBRL Board meeting in Callaway, and the resolution for Jo Sapp would be presented at an upcoming DBRL Board meeting in Columbia. Carr explained that staff is calculating the actual numbers of meetings attended by these board members during their tenures so that the numbers listed in the resolutions will be correct. Dellsperger moved, Lauffer seconded, to approve the resolutions honoring retired board members Larry Nolte, Debbie Reed, and Jo Sapp. The motion passed.

New Business

Carr said that a draft Video Security System Policy had been included in board members’ packets. She explained that the Columbia facility has had video cameras since the building opened, and the library needs a policy outlining their purpose, clarifying who has access to the video records and who controls that access, and addressing the related privacy issues. Richards asked if the cameras serve a purpose and if they are a benefit to the library. Barrett said that the cameras are meant to act as a deterrent and were installed as a preventative measure. She explained that they provide broad views of the entrance and exit doors, the children’s area where child abduction might be a concern and the computer areas to prevent the theft of equipment. Loveless asked why retention of records was limited to two weeks, and IT Manager Mike Mullett said it was a storage issue. Mullett said that the longer you want to store the records the more disk space you need, and disk space costs money. In response to a question Mullett said the library has received requests from the sheriff’s office for footage, but these requests usually come a year into the investigation of a case, long after the records have been erased.

McDonald moved, Dellsperger seconded, approval of the Video Security System Policy. The motion passed.
Daniel Boone Regional Library
Minutes, Meeting of August 16, 2007

Public – Comments on Agenda Items

There was no public comment.

Staff – Comments/Announcements

Smith thanked the board for the things they did individually and as a group over the past week as his family grieved their loss.

Carr thanked the board members for their participation in this month’s celebrations of her 35th anniversary with the library.

Board – Comments/Announcements

Powell thanked Dellsperger for hosting Carr’s anniversary gathering at her home.

Adjournment

Powell adjourned the meeting at 8:54 p.m.

Minutes recorded by Lauren Williams, Executive Assistant.

_____________________________________________________
Board Secretary