Daniel Boone Regional Library  
Minutes, Meeting of October 11, 2007

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

Powell called the meeting to order at 7:01 p.m. in the Friends Room of the Callaway County Public Library. Board members present were Pat Powell, President; Mary Ann Beahon; Susan Breyfogle; Terri Brunner; Patsy Craghead; Linda Dellsperger; Mary Fennel; Rosie Gerding; Marie Glaze, Warrant Officer; Lynn Hostetler; Tiff Lauffer; Jim Loveless; Michael Luebbert; David McDonald; Jessica Robinson; MaryEllen Sievert; and David Webber. Tom Richards entered after roll call. Terry Higgins was absent.

Also present were: Melissa Carr, Director; Elinor Barrett, Kate Graf, Melanie Henry, Linda Hodgkins, Pat Kopp, Marilyn McLeod, Jim Smith, and Lauren Williams, DBRL staff. Bill Bondeson, Gale Fuller, and Norm Gerhart, members of the Foundation of the DBRL Board, and former board member Debbie Reed were present for a portion of the meeting.

Public Comment

There was no public comment.

Recognition of Debbie Reed

Robinson read the resolution honoring Reed for her years of service to the library as a member of the board. The board thanked Reed with a warm round of applause.

Presentation on the DBRL Foundation

Carr introduced Foundation Board members in attendance and turned the floor over to Bondeson, President of the DBRL Foundation Board. Bondeson complimented the board on the successful renovation of the Callaway County Public Library (CCPL), as this was the first time he had visited since the completion of that project. Bondeson explained that the Foundation was formed in 1989 with the role of generating and managing private funding through bequests, endowments and private gifts that support the entire library system. He said that the Foundation acts as steward of these funds and spends them at the direction of the library. He explained that until three years ago, the Foundation invested its funds in certificates of deposit generating very low returns. In 2004 the Foundation Board engaged Tom Baumgardner of Edward D. Jones for investment advice, and the funds managed by the Foundation are now invested in very conservative mutual funds. Bondeson reported that as a result of this investment change, the income generated by these funds has gone up considerably, giving the Foundation more money to use in support of library programs and facilities. Bondeson explained that the Foundation conducts a direct mail fundraising campaign every fall to raise additional funds for the library system.

Gerhart, Treasurer of the Foundation, then explained that the Foundation operates as a 501(c)(3), and its financial statements are audited every two years and reviewed the years in between
audits. He distributed and reviewed the Foundation’s financial statements and a handout explaining the types of funds managed by the Foundation, including unrestricted, temporarily restricted, and permanently restricted funds. Gerhart said that the unrestricted funds can be used for the general operation of the Foundation. The temporarily restricted funds are monies set aside for a specific purpose, and the permanently restricted funds are endowment funds that cannot be spent. The earnings from the permanently restricted funds, however, may be spent under certain restrictions.

Gerhart explained that Smith prepares the financial statements for the Foundation, and Smith and Carr come to the Foundation with a recommended budget for each year. The 2007 budget of $21,675 includes expenditures from the unrestricted and temporarily restricted funds.

Gerhart reviewed some of the individual funds managed by the Foundation. He said the Keckeley Fund is restricted for use in support of the Callaway County Public Library only, and the Wulfekammer 40% Fund must be used to purchase materials related to fiber arts.

Carr listed some of the services provided by the Foundation, including funding for 2nd graders to tour the library facilities, a program that began in Callaway County with the support of the Keckeleys but that has now expanded region-wide. Carr said that the Foundation contributed $50,000 towards the purchase of the new bookmobile and they have funded the purchase of book drops and other equipment. Carr added that the library’s gift policy pertains to the Foundation, and the board must give its approval before the Foundation actively seeks large donations for a particular program, service, or project. Carr emphasized that the Foundation is an organization separate from the library and the DBRL board. She added that the Foundation serves a function that the library cannot because it can accept gifts of stock and hold those stocks in an investment portfolio.

Powell thanked the Foundation for its support of the library and thanked Bondeson and Gerhart for attending.

Approval of Minutes

Powell asked if there were any comments or corrections for the September 13, 2007 minutes. Hearing none, Powell said that the minutes stand approved as written.

Monthly Reports

Financial Reports – Smith said that staff is always looking for ways to save money, and Barrett and Russ Niermeyer, Facilities Manager, recently investigated purchasing a carpet shampooer and extractor for $5,100. Staff estimates the purchase of this equipment will save the library $20,000 previously paid to an outside cleaning service, and Niermeyer believes the carpet cleaning can be worked into the schedules of existing maintenance staff.

Gerding asked if the board could receive a quarterly report from the Foundation on donations. Carr explained that large gifts to the Foundation are usually one-time donations, which she always reports to the board. She said the other donations the Foundation receives come during
the annual direct mail campaign. She added that she would like to start including reports from
the Foundation in her Director’s Report on a quarterly basis. Gerding suggested sharing the
Foundation budget requests with the DBRL Board. Powell commented that perhaps the
Foundation could include more detailed fund information in its annual campaign letter. In
response to a question, Carr confirmed that funds from the Foundation paid for the acquisition of
the sculpture Cypher at the Columbia Public Library. Carr explained that it has been the
library’s practice to use only donated funds for the acquisition of artwork. She said that the
Foundation gave the library funds to frame donated artworks and to restore, preserve, and display
the Columbia Art League’s donated collection.

Service Report – Carr introduced Linda Hodgkins, Head Librarian of the CCPL, for this month’s
staff briefing on the service report. Hodgkins said that the statistics reported for the CCPL are
very similar to the categories of information collected at the other facilities, so she would focus
on some of the services unique to the CCPL. She said that the staff at the CCPL is very proud to
operate a full-service library. She said that the CCPL has a special collection and research tools
related to genealogy and family history research that are used by people from both inside and
outside the state. She added that the microfilm readers and printers are heavily used on a daily
basis for this type of research. She described how the Reading is Fundamental program (RIF)
was started in 1989 and provided literacy-related programs and books for 100 children in
Callaway County that year. She announced that this past year the RIF program served between
2,000 and 3,000 children. She said that thanks to staff member Sue Hruska, who recently
became a master gardener, the CCPL is able to offer regular gardening programs to patrons.
Hodgkins described new programs launched in conjunction with the Outreach Department,
including the establishment of deposit collections at the new senior center and the Rock Tree
Retirement Apartments and attendance at a health fair in Holts Summit where they reached 250
children. Hodgkins then introduced Kate Graf who described the pilot project started at the
CCPL this year providing computer classes and self-guided tutorials using laptops containing
wireless cards. This allows CCPL to provide computer classes without having to shut down the
computer lab normally available for patron use for Internet access. Graf said that staff is
working with Serve to develop a computer training program specifically for seniors. Carr said
that this laptop program is a pilot project that could be expanded and used at SoBoCo or on the
bookmobile to provide computer classes in outlying areas of the region. She remarked that this
program shows the clear benefit of the regional system and the ability to share the talents of staff
and access to technology and resources.

Director’s Report – Carr said that this year’s One Read program was a great success with over 60
related programs provided for the community. She said that in 2000, the first year of the
program, the One Read selection circulated 879 times. “Water for Elephants,” this year’s
selection, has circulated 2,300 times since June. In response to a board member’s question, Carr
said she would find out how many times a typical popular book such as “Harry Potter” circulates
within a similar time frame. Carr explained that the library typically purchases between 400 and
500 used copies of the One Read book, and then after the program the library sells the majority
of the copies to other libraries or communities.

Carr announced that Aimée Leonhard, the staff member acting as the library’s art archivist, has
created a new display of Frank Stack pieces on the mezzanine level of the Columbia Public
Library. She said that SoBoCo now has between four and six art pieces from the Columbia Art League collection on display as well.

Carr said that while she was at the MLA conference, Smith attended the annual update on ABC Labs’ Chapter 100 bonds and reported that the project is on track according to the projections issued a year ago. They expect their new building to be completed in March 2008 and will hold public hearings on the bonds they want to issue that same month. Carr explained the implications of Chapter 100 for the library, saying that instead of receiving tax revenue based on 100% of the assessed valuation of the new construction, the taxing entities will receive revenue based on 50% of the assessed valuation. She explained that Chapter 100 bonds are different from Tax Increment Financing (TIF), another program meant to provide incentives for developers and property owners to make improvements to properties in specified areas. She added that a recent Tribune article mentioned a possible TIF plan for a project in the downtown Columbia area.

Carr announced that the book cart drill team gave an excellent performance at the recent MLA conference. She said that the team members showed great sportsmanship and represented the library well. She added that the Friends of the Columbia Public Library offset the travel costs to send the team to the conference, and she said that participation in the competition provides a great team building opportunity for staff. She added that a video of the performance would be available for viewing soon.

Carr said that in addition to the drill team’s performance she attended an interesting session at MLA on alerts and RSS feeds for the library’s research databases. She added that a group of staff is currently working on ideas for a “virtual branch” for DBRL, so she found a lot of the information from this session very relevant. She said the awards banquet speaker Jim Snack was very impressive and would be a great person to bring in for Staff Day.

Carr offered to email the text of author Ron Powers’ speech made to the Friends of the University of Missouri Library to anyone interested in reading it.

Carr said that staff had identified Friday, March 14 as the preferred date for Staff Day this year and needed the board’s approval to close the facilities for this day of training. Sievert moved to closed all library facilities on Friday, March 14, 2008 for Staff Day. Craghead seconded the motion. The motion passed.

**Report from Individual Library District Board Meetings**

**Callaway County Library District (CCLD)** – Luebbert reported that the CCLD Board met earlier in the evening for further discussion of plans for the Fulton library’s 100th anniversary celebration next year. He said they will have an update on the planning committee’s progress after the first of the year.

**Columbia Library District (CLD)** – Richards reported that the CLD Board had a work session on September 19 to meet with the architect and traffic engineers to discuss their work on improving parking lot safety and traffic. He said that the board narrowed down the list of solutions, and the
consultants are now in the phase of gathering cost estimates and developing drawings for those solutions. Richards said that a few CLD board members and staff met with the mayor separately to discuss the solutions the board and staff are investigating since he had expressed concern about the lot in the past, and he seemed pleased with the plans.

**Board Committees**

**Evaluation Committee** – Webber announced that he would like to set the next Evaluation Committee meeting for Thursday, November 1 at 4:30 p.m. He said the purpose of the meeting would be to discuss the evaluation process and to continue to work on the “management by objectives” style of evaluating the director. He asked board members to send him suggested long-term objectives for the director.

**Unfinished Business**

There was no unfinished business.

**New Business**

Smith distributed a memo regarding a proposed vehicle purchase. He explained that dealerships will not hold cars on their lots, so the gathering of quotes for a purchase decision has to be done within a fairly short time frame. He said that staff members drove and evaluated five minivans and preferred the Odyssey and the Town and Country vans. He said that the configuration of the seats in the Odyssey is preferable since that vehicle’s bucket seats are easier to remove than the bench seats in the Town and Country, and the van will be used often for hauling materials. He said staff also liked the Dodge Grand Caravan, but the Odyssey has a better safety rating and the only Grand Caravan the Dodge dealership has available is a “demo” minivan with 5,000 miles on the odometer. Smith clarified that none of the costs outlined in the memo include the trade-in value for the 1993 Plymouth Voyager the library wants to replace, and he added that this value is probably only between $400 and $500. Dellsperger moved, McDonald seconded, to authorize staff to purchase the 2007 Odyssey for an amount not to exceed $22,860. Smith confirmed that staff had completed thorough research on van pricing, and the library is getting a good government discount. Luebbert added that the list price of all of these vans is over $30,000. The motion passed.

Richards asked about the status of the community survey, and Carr confirmed that the survey had been mailed. She said that Chris Tatham of ETC planned to call her early next week to let her know when they expected to be finished gathering the data from the surveys.

**Public – Comments on Agenda Items**

There was no public comment.

**Staff – Comments/Announcements**

There were no staff comments or announcements.
MLA Reports – Gerding reported that she had attended several good sessions, including one led by Dick Wilding regarding the importance of having a strategic plan. Craghead said that she attended a program about how Mid-Continent Public Library funded the construction of their genealogy library through certificates of participation. Craghead added that she is finishing up her term as chair of the Trustees and Friends Division, which this year sponsored a breakfast, held a business meeting, and presented a panel discussion. She announced that at the business meeting Terri Brunner was elected to be recorder for the division. She said the division is looking to either expand or disband and added that only twenty trustees attended the conference. She asked the board to consider whether or not trustees and friends should have a vote on the executive board of MLA, because disbanding the Trustees and Friends Division would mean losing that vote. Brunner distributed and discussed information from the sessions she attended, including the legislative agenda for the upcoming year, and she encouraged board members to write to the state representatives urging them to support library funding. Craghead announced that next year’s MLA conference would be held in St. Louis, and the year after that it would be back in Columbia with the university libraries in charge of the planning.

Powell announced that Fennel is having surgery next week and wished her the best on behalf of the board.

Adjournment

There being no more business to discuss, Powell adjourned the meeting at 8:45 p.m.

Minutes recorded by Lauren Williams, Executive Assistant.