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

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

Higgins called the meeting to order at 7:01 p.m. in the Virginia Young Room of the Columbia Public Library. Board members present were Mary Ann Beahon; Susan Breyfogle; Terri Brunner; Patsy Craghead; Rosie Gerding; Terry Higgins, Vice President/Secretary; Tiff Lauffer; Jim Loveless; David McDonald; Tom Richards; Jessica Robinson; MaryEllen Sievert; and David Webber. Linda Dellsperger, Mary Fennel, Marie Glaze, Lynn Hostetler, Michael Luebbert, and Patricia Powell were absent.

Also present were: Melissa Carr, Director; Elinor Barrett, Kris Farris, Melanie Henry, Linda Hodgkins, Pat Kopp, Marilyn McLeod, Mike Mullett, Karen Neely, Jim Smith, and Lauren Williams, DBRL staff; and Sarah Semekla, Columbia Daily Tribune. Tom Schwarz and Perk Hoecker from First National Bank were present for a portion of the meeting.

Public Comment

There was no public comment.

Approval of Minutes

Loveless moved, Sievert seconded, approval of the minutes from October 11, 2007. The motion passed.

Monthly Reports

Financial Reports – There were no questions on the financial report.

Service Report – In response to a question, Carr explained that circulation at the Southern Boone County (SoBoCo) and Callaway County Public Libraries (CCPL) had grown so much this year partly due to improvements in the collections and marketing the materials more effectively through displays. She added that the SoBoCo primary school has implemented a new reading program which has contributed to increased circulation for the Ashland facility. She explained that for a number of months earlier in the year, Bush Elementary School closed its library for renovation, so the students from that school visited the Callaway County Public Library every week.

Director’s Report – Carr said she had participated in the Columbia Chamber of Commerce’s “Experience Columbia” bus tour and saw commercial areas north of town, development at the Phillips tract, and the locations for the new elementary school and high school. She explained that this is an annual event to showcase the city’s growth and
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upcoming development. Carr also announced that on December 10 Columbia Public Schools will recognize the library for its partnership with Parents as Teachers.

Carr reported that earlier in the week there had been an attempted purse snatching in the south parking lot. She said that while the police haven’t connected this incident to the robberies at the ARC and Hy-Vee on the same evening, the descriptions of the people involved and the activities are similar. She added that the suspects in these incidents had been caught in Kansas City.

Carr said that a library employee seriously injured in a car accident the previous week was steadily improving.

Report from Individual Library District Board Meetings

Boone County Library District (BCLD) – Robinson reported that the BCLD Board met on October 23 in Sturgeon in an effort to give the public more of a chance to participate; however, no members of the public attended the meeting. The board had no major business to discuss and will next meet on December 5 in Harrisburg.

Columbia Library District (CLD) – Richards reported that the CLD Board met earlier in the evening and approved the CY 2008 Debt Service Fund Budget. The CLD Board also cancelled its December meeting.

Board Committees

Ad Hoc Election Review Committee – Richards said that the Election Review Committee met on November 12 to review the preliminary results of the recent community survey. He said that the data is not final and hasn’t gone through the necessary quality control checks, so ETC Institute has recommended against widely distributing their preliminary report. Richards said that at its meeting on November 28 the committee will review the final version of the report, and he invited all interested board members to attend. He added that the goal of that meeting will be to develop broad recommendations to present to the DBRL Board. Richards said that Chris Tatham of ETC will present the survey results to the entire board on December 13, and then the committee will share its recommendations. Richards said he feels the board will gain a lot from this survey and reported that the preliminary results show a high level of satisfaction with the staff and the library’s existing services, which appears to be one of the reasons the library lost the election.

Evaluation Committee – Webber reported that the Evaluation committee met on November 1 to make progress on the transition to an objectives-based evaluation of the Director. He said that this process will require all board members to think about and suggest objectives for the Director, and then the board president, vice president, and chair of the Evaluation Committee will meet with the Director to finalize those objectives. He said the committee approved a motion to recommend the following process for the Director’s evaluation in the spring of 2008. In place of the form with numeric values
used in previous years, the committee will request from each board member a narrative written in response to a number of themes generated by the Evaluation Committee. The committee will then perform a synthesis and analysis of these responses and prepare a written summary. In response to a question Sievert clarified that this process is suggested for this interim year and that the objectives will be in place for the Director’s evaluation for the 2008-2009 board year. She said that measurable objectives for the evaluation in 2009 may come out of the responses given in the board members’ narratives this spring.

Loveless expressed the opinion that the Director’s evaluation should coincide with the fiscal year because there are goals to be accomplished that absolutely depend on the budget. Richards explained that the evaluation is based on the board year, which does not coincide with the library’s fiscal year but instead begins on July 1 and goes through June 30; the fiscal year is based on the calendar year. Carr added that her contract is also July 1 through June 30, and some time ago the board changed the Director’s evaluation so that it did not coincide with the fiscal year. She explained this was done because the board found that conducting the evaluation while also working on the budget for the following year was too difficult, and new board members who began their terms on July 1 had not been on the board long enough to meaningfully participate in the process. Loveless said he felt strongly that the Director’s performance evaluation should coincide with the end of the fiscal year, and Higgins asked that this topic be on the agenda for the next Evaluation Committee meeting.

The motion on the recommended process for the Evaluation of the Director in the spring of 2008 passed.

Finance Committee – Bids for Banking Services
Richards reported that the library had put its banking services out for bid. He stated that he works for a local bank and therefore was not part of the RFP process on the library’s side, nor was he part of the bidding process on the bank side. He said he also abstained from voting on the acceptance of any bid. Smith added that Craghead also was not involved in the bid process and abstained from voting. Smith read the Finance Committee’s recommendation that the DBRL Board of Trustees accept First National Bank’s bid for the depository and credit card services. In response to a question Smith said that the library’s agreement with the bank is two years with the option to extend for three one-year terms. The motion passed with two abstentions.

Tom Schwarz from First National Bank thanked the board for the opportunity to bid and for the board’s decision.

Finance Committee – CY 2008 Operating Budget
Richards said that the report from the Finance Committee included in the board packet was meant to give members a sense of the Finance Committee’s work. He said the committee met twice in November for a total of five hours, and after careful consideration the committee voted to recommend that each district board approve the CY 2008 Operating Budget.
Richards explained that the committee asked staff to look at options for opening the CPL on summer Sundays, and all committee members were extremely impressed with staff’s innovative approach to developing a model that allows the library to provide expanded services for a reasonable cost. He said that to cover this cost the committee reduced the trustee development budget, staff training, and eliminated payment of MLA institutional dues. These cuts combined with the savings from increased use of email for patron notifications and the Building Services staff doing more and more maintenance in-house offset the approximate $25,000 cost of being open summer Sundays.

Richards explained that the Finance Committee also reviewed and approved the Director’s recommendation of a 3.5% across-the-board raise for staff. He said that the committee reviewed salary and benefit data from other government entities, libraries, and educational institutions.

Richards reported that the committee discussed the contingency line item and the statutory rules that make this category necessary. He said that the committee authorized increasing this line item to $140,000 to cover grant and donation spending. He said the committee also reviewed the justification for all of the furniture and equipment items, as well as the appropriateness of the fund balance. He said that the committee agreed that saving funds for the future was the right thing to do and fiscally responsible. Richards explained that in years past the budget had a large balance identified as unrestricted, and this year the committee asked staff to use a different formula to calculate replacement costs and future capital improvements, resulting in a lower balance in the unrestricted fund balance. He added that designated fund balances would probably need to be reviewed after the Long Range Plan has been updated to reflect changing priorities.

At Richards’ request, Carr explained the current staffing model for Sundays at the CPL, with nearly every staff member from all facilities and departments working 4 to 7 Sundays per year and receiving a pay differential for those Sundays. With the new model, Carr said customer service on these very busy days will be improved by assigning only staff from the Circulation and Public Service Departments of the CPL. She said that by paying straight time for Sunday hours as well as reallocating “float” hours previously needed to cover the hours for those staff taking off for working a Sunday, the library could staff Sundays with CPL Circulation and Public Services staff only and reduce the number of Sundays each staff member is required to work. In response to a question about opening on Sundays at the other facilities, Carr said that this provides a model for discussion as part of the library’s long-range strategic planning for all facilities.

Brunner asked if there were a standard amount recommended for libraries to keep in their fund balance and shared her knowledge of the public school system’s philosophy regarding fund balance. Smith said that schools are different because they cannot do any construction with the money in their operating fund. He added that there isn’t a recommended standard for libraries; however, staff did compare DBRL’s fund balance with peer libraries’ fund balances, and DBRL falls in the mid-range for CY 2006.
In response to a question, Mullet and Smith confirmed that the library’s computers and other pieces of equipment are on a replacement cycle with some CPUs and monitors replaced each year. Mullet confirmed that except for maintenance on some specialty pieces of equipment, the majority of maintenance and troubleshooting is done by IT staff.

The board discussed eliminating payment of the MLA institutional dues, which are $900 this year. Carr confirmed that DBRL pays $50 per trustee for their MLA memberships, which she feels is more important than paying the institutional dues.

Smith presented the highlights of the proposed CY 2008 Operating Budget, characterizing it as a “maintenance budget” to continue the library’s current operations and prepare for the strategic planning process.

Revenues
Smith explained that revenues are projected to increase from the 2007 budget due to projected increases in Tax Revenue, Investment Interest on Taxes and State Aid. Tax revenue is projected to increase for the growth in all the library districts. Investment Interest on Taxes is projected to end 2007 with more than was estimated in the budget because the library won’t be using money from the Operating Fund to begin the SoBoCo building project. Smith stated that the Donation budget includes both cash and non-cash contributions, and the Grants budget includes an estimate for the grants to be received, which is new with the 2008 budget. These budgets are offset by the $140,000 Contingency budget in expenditures, which is discussed later.

Salaries and Fringe Benefits
Smith reported that Salaries and Fringe Benefits are projected to increase due to a 3.5% across-the-board raise and staffing Sundays year-round. Opening the additional 13 Sundays will increase the library’s FTEs (Full Time Equivalents) by .75 to a total of 120.25 FTEs. This increase also includes the cost of health and dental insurance at the quoted rates for 2008, which show a 4.1% increase for health insurance premiums and a 4% increase for dental insurance premiums. Smith explained that staff is still negotiating these rates and will keep the board informed of its progress.

Library Materials
The materials budget increased over the 2007 budget to improve collections at all facilities. Smith pointed out that the 2008 budget amount is less than the 2007 projected amount because the 2007 amount includes donation spending.

General Operating
Smith explained the reasons why the General Operating budget is expected to decrease compared to the 2007 budget. Smith added that this budget line also includes increases for both postage and printing to allow for increased communications with the public and other allowances to begin the strategic planning process.
Building Operations and Maintenance
Smith said that the Building Operations and Maintenance budget category is expected to decrease from the 2007 budget mainly due to vehicle maintenance and other maintenance work being brought in-house, as well as having better estimates of gas rates and the E-rate discount impact on our telephone utilities.

Contingency
Smith explained that the $140,000 in the Contingency line is an allowance for grant and donation spending. He said that if the library completely expended its budget and did not have this category for grant and donation spending, the library could exceed its total budgeted expenditures, which is against state statute.

Capital Outlay
Smith explained that the Furniture and Equipment List includes mainly replacements of some existing furniture and equipment as well as a few requests for new items under Capital Outlay.

Fund Balance
Smith discussed the fund balance with the board. He explained that the board has directed staff to save for future needs by allocating allowances for future capital improvements of buildings owned by the district, for future furniture and equipment replacement, and implementation of the Master Facilities Plan. He said that the Future Equipment, Furniture, and Capital Outlay line is based on an estimate of needs over the next five years to replace the equipment and furniture we currently own.

In response to a question, Smith explained that Boone County collects the taxes for the BCLD and the CLD and transfers the CLD taxes to the City of Columbia to be invested as part of the city’s investment pool. The BCLD taxes are invested as part of Boone County’s investment pool. The library draws down money from these pools as needed to pay operating expenditures.

Richards reread the motion from the committee, saying that the Finance Committee recommends that each district board approve the CY 2008 Operating Budget.

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

Recess to Individual Library District Board Meetings – Robinson moved, Sievert seconded, to recess to the individual library district board meetings to consider the CY 2008 Operating Budget. The motion passed and Higgins recessed the meeting at 8:11 p.m.

Report from Individual Library District Board Meetings – The meeting reconvened at 8:25 p.m.

Boone County Board: Robinson reported that the Boone County Board unanimously approved the CY 2008 Operating Budget.
Callaway County Board: Beahon reported that the Callaway County Board approved the CY 2008 Operating Budget. She reported that the CCLD Board also approved a motion to explore prohibiting smoking on library property at the Callaway County Public Library. She said that board members discussed contacting Larry Nolte to make arrangements for presenting the resolution in his honor, and she reported that the Fulton Street Fair committee approved honoring the library’s 100th anniversary through their parade theme.

Columbia Board: Richards reported that the Columbia Board unanimously approved the CY 2008 Operating Budget.

Old Business

Gerding asked Brunner and Higgins to see her briefly after the meeting to discuss plans for bringing Ellen Miller to Missouri to speak to the board.

New Business

Carr explained that since the DBRL Board will meet in December, she would suggest canceling the January meeting because no committees will have had a chance to meet between the December 13th meeting and January 10th. She suggested leaving the night of January 10 available for a committee’s use.

Brunner moved, Sievert seconded, to cancel the January 10, 2008 DBRL Board meeting. 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

Brunner urged the board to consider changing its five-year replacement cycle of computer equipment to a three-year replacement cycle to keep abreast of new technology.

McDonald said that he appreciated the recent hard work of the staff, the Finance Committee, and the Ad Hoc Election Review Committee, and he said that he felt like the board had accomplished or was about to accomplish some really important things. He said that he had a very watershed feeling about the board and staff’s efforts over the past months and felt the board was about to move into a more positive time. He added that Richards had been especially involved and effective in much of the board’s recent work.
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Adjournment

McDonald moved and Webber seconded to adjourn. Higgins adjourned the meeting at 8:35 p.m.

Minutes recorded by Lauren Williams, Executive Assistant.

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Board Secretary