Daniel Boone Regional Library
Minutes, Meeting of February 14, 2008

Call to Order, Roll Call, and Determination of Quorum

Powell called the meeting to order at 7:03 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; Mary Fennel; Rosie Gerding; Marie Glaze, Warrant Officer; Terry Higgins, Vice President/Secretary; Lynn Hostetler; David McDonald; Tom Richards; MaryEllen Sievert; and David Webber. Terri Brunner, Linda Dellsperger, Tiff Lauffer, Jim Loveless, Michael Luebbert, and Jessica Robinson were absent.

Also present were: Melissa Carr, Director; Elinor Barrett, Connie Bush, Kris Farris, Melanie Henry, Pat Kopp, Sherry McBride-Brown, Marilyn McLeod, Mike Mullet, Karen Neely, Greg Reeves, Jim Smith, and Lauren Williams, DBRL staff; and Jae Lucero and Kate Lucero, members of the public. Sang Kim, Director of MU’s Asian Affairs Center, and Korean Visiting Scholars Hak-Hong Kim, Gwi-Sung Yoon, and Seungkwon You were present for the first portion of the meeting.

Public Comment

San Kim, Director of the Asian Affairs Center, introduced members of the Korean Visiting Scholars (KOVIS) program. He explained the group’s work on campus to expand the Korean connection with Columbia and MU, help newcomers, and strengthen the community. He said that Korea has the largest group of MU alumni outside of the United States. In appreciation of the warm welcome and services the Korean families receive from the Columbia community in general and the library in particular, the Korean Scholars presented DBRL with a gift of $2,000. The Board expressed their heartfelt thanks for this generous donation.

Introduction of Staff

Carr introduced staff in attendance and gave a special introduction for Greg Reeves, the new head of the Callaway County Public Library who will begin his work in that position on March 3rd.

Approval of Minutes

Powell asked if there were any changes or revisions needed in the minutes from December 13, 2007. Hearing none, Powell declared the minutes approved as written.

Monthly Reports

Financial Reports – Smith pointed out that the December 31 financial report is preliminary and that he is waiting on a final report from the City of Columbia and a few
more invoices for items purchased and received in 2007. Smith drew the board’s attention to the explanation of the “Capital Outlay Furniture and Equipment” budget category on page 8 of the January 2008 financial report. He explained that two mission-critical servers need to be replaced. He said that the SIRSI software has gone through two upgrades, including one since the budget was approved, but it still resides on its original servers. He said staff originally thought they could wait another year to replace this hardware, but due to increased use of the online catalog via the Web and the upgrades, the catalog and the circulation functions frequently slow to unacceptable levels, and in some cases freeze up for patrons and staff. Smith said that the budget’s equipment allowance for these types of situations would not be enough to cover the replacement costs for these servers, which he estimates to be over $30,000. He said that this line item would go over budget and staff is looking at the budget to see what cuts can be made, if any, if planned purchases can be deferred until next year, if enough savings can be identified to cover the difference as the budget year progresses, or if a budget amendment request will be needed.

Gerding asked about the Summer Reading Programs Grant, which she understands to be a reimbursement grant, and why the revenue received for this grant was slightly more than the corresponding expenditure listed for December 2007. Smith explained that the amounts reimbursed for this grant and the Host Library Grant include a reimbursement for staff time, which is part of the Salaries and Benefits expenditure line. Gerding then asked about the January 2008 report, saying that she did not find a corresponding grant expenditure line for the grant line under revenues. Smith said he would double check his budget detail and let her know which expenditure category offset that grant revenue.

Service Report – Carr pointed out that DBRL had over three quarters of a million visits during 2007. In response to a question about bookmobile visits being down for the year, Carr said that this is partially due to the way programs for the health department are now done, with library staff going inside the facility rather than having program attendees come on the bookmobile.

Carr explained to the board that a statistics committee has been working for several months to update the Service Report and that Williams, who chaired the committee, would walk the board through the changes. Williams explained the process the committee undertook to review each statistical category, making sure that the ways items are being counted are consistent among the different facilities. She reviewed the goals that emerged from the committee’s work, including focusing on trends, tracking electronic services and other computer-related usage numbers, and revising how some existing categories are defined to provide more accurate and “whole picture” reporting of services usage. Williams reviewed the changes in the following categories.

- Circulation - ILL is now included under Columbia’s circulation and eBook and Downloadable Audiobook circulation have been added as a new line.
- Visits – the report now explicitly states that the per day and per hour numbers are averages, and average visits per minute for CPL have been removed.
- Electronic Services – We will continue to include library-related community web sites in web site hits. We will now provide a context for online renewals and
holds by including % of total renewals and holds. The number of Internet
computer sessions, database uses, and wireless access point uses will now be
included.

- Meeting Room Statistics – We added a second line for library-related uses for a
  more comprehensive picture of their use and removed estimated attendance.
- Programs – We separated booths, tours and presentations from library programs.
- Reference / Other Contacts – The committee updated the definition of a
  “reference” contact to be more in line with the Missouri State Library’s definition.
- Materials Statistics – the report now includes electronic materials and kits and no
  longer breaks out additions and withdrawals by genre. Instead, it provides total
  numbers of additions and withdrawals.

In response to a question about eBook and downloadable audiobook circulation being
down in January 2008 compared to January 2007, Farris said that there was a big
marketing push when these items were first made available, and circulation of these items
has decreased since then. Also, the downloadable audiobooks are not a file type that is
compatible with popular Apple products like the iPods that have recently become so
popular.

Director’s Report – Carr explained that Farris and all of the managers have worked very
hard to put together the 2007 Year in Review, listing the library’s activities and
accomplishments for the year. Carr said that the shorter version included in the board
packet was created to hand out to legislators on Advocacy Day. She said that the Boone
County Election defeat had been inadvertently left off of this short version, and she
distributed a new version that includes the details of this event. In response to a question,
Carr said that the number of cardholders does represent active users; if a cardholder does
not use his or her card over the course of two years, he or she is deleted from the system.

Carr reported that there had been some vandalism to staff cars in the north lot of the CPL,
so the library had contracted with an outside company to provide temporary security for
that lot. She confirmed that police reports had been filed on the vandalism. She added
that the CPL now has off-duty police officers providing security in the facility 6:00 to
9:00 p.m. Monday through Thursday, and also on weekends. She said the feedback from
the staff and public regarding the police presence has been very positive.

Carr said that she and Farris had attended MLA’s Library Advocacy Day in Jefferson
City and visited with several legislators and the governor. She explained that last year
the Athletes and Entertainer’s Tax had been funded at 50%, and this year’s budget
includes funding the program at 75%. State Aid has been requested at 55 cents per
capita. Carr distributed some information on MOREnet, the organization that provides
the library’s Internet access, and said she had some handouts from MOBIUS, a
consortium of 62 Missouri libraries, if board members were interested in learning more
about that organization. Carr reported that at Advocacy Day there was a lot of discussion
about potential property tax legislation, and she said it looks like something could be
passed. She said the issue would be closely monitored to see how it might affect
libraries.
Carr shared a thank you note a grateful patron sent to the library.

Carr reported that due to snow, the portion of the recent Columbia School Board meeting that was to recognize the library as a Partner in Education was cancelled.

Carr said that the grant for this year’s Summer Reading program includes providing services in Hallsville and Sturgeon.

Carr said she was sad to announce that former Callaway County Board member Fairy Knight passed away.

Williams demonstrated the new DBRL Board of Trustees web site. Williams explained that due to Sunshine Law restrictions, there is no mechanism for having discussion or making comments on the site; the site is for informational purposes only. She showed the board where new agendas and other current information would be posted; how to find commonly used templates like expense and mileage forms; links to library laws, the Sunshine Law, development resources, and minutes from previous meetings; and where to find contact information for board and staff.

**District Board Reports**

*Columbia Library District* – Richards reported that at a meeting earlier in the evening the Friends of the CPL presented the CLD Board with a check for $70,000. He said that the board voted to allocate $5,000 of that donation to a literacy program that will purchase a book for every newborn child in Columbia. He reported on the board’s progress on the parking lot project, saying that they approved extending the handrails on the ramp; reconfiguring the entrance and parking aisle one, as well as widening the exit drive; encouraging the growth of the existing vegetation on the ramp wall; applying for a variance to the city’s sign ordinance; and landscaping the new green space that will be created by the changes at the lot’s entrance. He said staff will be gathering price quotes for the construction work in accordance with the library’s procurement policy. He added that the board is still discussing possible changes to the handicapped parking and the creation of a plaza area at the end of the ramp.

**Committee Reports**

*Ad Hoc Communications Committee* – Carr distributed a report from Jessica Robinson, chair of the Communications Committee. Carr explained that a second meeting of this committee scheduled for February 7 had been cancelled due to low attendance.

**Old Business**

Carr said that it looked like the proposed July dates for the board retreat were the ones that would work for most members’ schedules and she expected the date to be finalized soon.
New Business

There was no new business to discuss.

Staff – Comments/Announcements

There were no staff announcements.

Board – Comments/Announcements

Higgins gave a brief report of her participation at ALA Midwinter, explaining the current discussion and debate over whether or not FOLUSA (Friends of Libraries USA) and ALTA (Association for Library Trustees and Advocates) should merge. She said the programs available for trustees at the ALA Annual and Midwinter meetings are very valuable. Carr added that anyone interested in attending the ALA Annual meeting in Anaheim should let Powell know in writing as soon as possible.

Craghead reminded the board that this year Callaway County will celebrate the 100th anniversary of the library’s establishment in Fulton. She said the celebration will kick off at the annual meeting of the Friends of the Callaway County Public Library in April. She said that a new library card featuring a picture of the original Carnegie building will be revealed that night. The speaker will be storyteller Carl Kremer, who will share much of the history of the library. Craghead said that the Fulton Street Fair at the end of June will also celebrate the library’s anniversary, and the event’s parade on June 21 at 5:00 p.m. will have the library-related theme of “Once Upon a Time.”

Glaze voiced her appreciation for the wonderful staff at DBRL and the goodwill they create in the community.

Adjournment

There being no further business to discuss, Powell adjourned the meeting at 8:20 p.m.

Minutes recorded by Lauren Williams, Executive Assistant.

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Board Secretary