Call to Order, Roll Call, and Determination of Quorum

Powell called the meeting to order at 7:04 p.m. in the Virginia Young Room of the Columbia Public Library. Board members present were Pat Powell, President; Mary Ann Beahon; Terri Brunner; Susan Breyfogle; Mary Fennel; Rosie Gerding; Marie Glaze, Warrant Officer; Lynn Hostetler; Tiff Lauffer; Jim Loveless; David McDonald; Tom Richards; and David Webber. Terry Higgins arrived after roll call. Patsy Craghead, Linda Dellsperger, Michael Luebbert, Jessica Robinson, and MaryEllen Sievert were absent.

Also present were: Melissa Carr, Director; and Elinor Barrett, Connie Bush, Kris Farris, Melanie Henry, Pat Kopp, Marilyn McLeod, Karen Neely, Greg Reeves, Jim Smith, and Lauren Williams, DBRL staff.

Public Comment

There was no public comment.

Approval of Minutes

Powell asked if there were any changes or revisions needed in the minutes from February 14, 2008. Hearing none, Powell declared the minutes approved as written.

Monthly Reports

Financial Report – Smith said that at the last meeting there was a question about the $20,000 budget allocated for grants and where that amount was offset on the expenditure side of the budget. Smith explained that the $20,000 under grants and the $120,000 under donations on the revenue side are offset by the $140,000 in the contingency line item under expenditures (page 6). In response to a question, Smith explained that in the past the library didn’t budget for grants or donations, but simply let line items overspend their budgets by the amounts donated or the grant funds received. Having the contingency line in the budget prevented the library from going over budget in total so that the board would not have to approve a budget amendment each time it spent grant or donated funds. Smith said that this year the library started the new practice of including line items for grants and donations on the revenue side, and this is offset by the contingency line item under expenditures. He clarified that it has been the library’s standard practice for some time to use the contingency line in the budget to offset grant and donation spending. He said he would make note to review how this is represented on the expenditure side during the next budget process.

On page 3, on the investment interest line under year-to-date, Smith pointed out that there is a balance of $15,858 in parentheses because of the required reporting at year-end of an
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unrealized gain, which was reported to us by the City of Columbia. He said that this was reversed in 2008 once the city reported the library’s gain, but this will be corrected when the City of Columbia reports the library’s interest income.

Smith reported that the new servers, which will be paid for from the Furniture and Equipment line, have not yet been purchased because staff is still negotiating the price with the vendor.

Service Report – Carr said she included some information about self-check circulation in the service report portion of her Director’s Report. She reminded the board that this year’s budget includes funds to purchase new self-check machines, and staff is interested to see if the new machines will have impact on the percentage of items checked out using the self-check machines. Carr pointed out that 20,000 different individuals used the library’s public access computers last year and initiated over 184,000 sessions.

Director’s Report – Carr announced that the Dolly Parton Imagination Library project, spearheaded by the United Way Women’s Initiative, will kick off on Wednesday, March 19 at 10:30 a.m. with a press conference at the Columbia Public Library and an event at Boone County Bank at 4:30 p.m. that same day. She thanked Sarah Howard for her participation in this project and the United Way Women’s Initiative for doing the fundraising that will make this project possible.

Carr introduced Marilyn McLeod, Manager of Reference Services, who gave the board a brief tour of the library’s reference databases available for patron use. McLeod described the criteria for selecting DBRL’s databases and explained that while DBRL is not a research library, a lot of patrons need information for working on their cars, legal forms, business information, information for school assignments, or home schooling resources. She explained the benefit of these resources, saying that they contain much more information than what is available in the library’s print resources, and they are available online twenty-four hours a day to library cardholders. She said that when the new version of the library’s web site is launched, these databases will be categorized differently and access to the databases will be brought to the home page to make them more readily accessible and to promote their use. McLeod demonstrated the use and content of several online databases.

Richards asked if it would be possible for patrons to create user names and passwords for accessing resources through the library’s web site instead of having to remember long library card numbers. Farris said that this option could be explored.

District Board Reports

Columbia Board – Richards reported that at tonight’s meeting the board discussed the parking lot project, reviewing past discussions on the project and the board’s process up to this point. He said that the board discussed possible alternatives for the plaza area at the end of the ramp to encourage its use, and they requested proposals for two
alternatives that will be brought back to the CLD Board in April. He said the board hopes to have the bulk of the construction work completed in May.

Committee Reports

Ad Hoc Communications Committee – Carr distributed a written report from Jessica Robinson, chair of the Communications Committee. Gerding added that the committee has gotten a lot accomplished and established much of the wording for what will be the basis of a useful communications plan. She commended Robinson for her effective leadership of this committee.

Finance Committee – Glaze reported that the Finance Committee met with Steve Smith of Williams-Keepers for the pre-audit conference, and the audit will begin on Monday, March 17. She said that the committee also discussed the lease for the current SoBoCo facility and passed a motion to recommend that the DBRL Board of Trustees accept the offer of the current facility owner and renew the SoBoCo lease for one year with the option of four one-year extensions. She explained that while there are other properties in Ashland that are rumored to be available, there isn’t time between now and August 31, when the current lease expires, to have the necessary in-depth discussions to decide on a new location, much less make necessary alterations to a new space. She said that the Boone County Library District Board will try to meet before the next DBRL Board meeting to discuss the needs in SoBoCo and the characteristics of the ideal leased facility for that area. In response to a question, Smith confirmed that each of the four one-year extensions would be locked in at the same rate of $13.50 per square foot. The motion passed.

Risk Management Committee – Smith said that the Risk Management Committee discussed the two proposals received in response to the library’s bid for legal services. He said that the library’s current attorney bid $200/hour and the other bid came in at $120/hour. Smith said that staff and the Risk Management Committee members felt that the additional experience held by the current attorney, particularly in the areas of library and employment law, justified that cost. In response to a question, Carr said that the contract would be bid again in five years, but the board could cancel the current contract prior to that if desired. In response to a question regarding the typical number of hours of legal services needed in a year, Smith said that in 2006 the library received 47 hours of legal services, and in 2007 we received 25 hours of legal services. Richards expressed the opinion that because the current firm has more experience, it can get tasks accomplished in less time than a less experienced firm, so that while the cost per hour might be more, the library would actually be billed for fewer hours. Smith presented the motion from the Risk Management Committee recommending that the DBRL Board of Trustees accept the Brown, Willbrand, Simon, Powell, and Lewis PC proposal to provide legal services to DBRL. The motion passed.

Carr reported that the library had disappointing results in response to its bid documents for a Retirement Plan Consultant. She said the library received one bid on time and one bid after the deadline. She explained that the committee had passed a motion authorizing
her to select the best consultant based on the bids received, but because of the poor response another Risk Management Committee meeting would be needed to discuss the library’s options.

Old Business

Gerding updated the board on the retreat planned for July 25 and 26 and Carr’s communications with Ellen Miller. She suggested having dinner from 5:30 to 6:00 on the evening of July 25, and holding the workshop from 6:00 to 8:00 p.m. She proposed having breakfast the next morning between 8:30 and 9:00 a.m., and then the workshop would resume at 9:00 and conclude at noon. She asked the board if it would like to have its July board meeting after the workshop’s conclusion on Friday evening or Saturday afternoon. Carr explained that July’s board meeting is usually short since it is the beginning of a new board year and there will not have been a chance for the new committees to meet. Carr said she would put this topic on an upcoming month’s agenda so the board could discuss formally canceling the regularly scheduled July board meeting and having a short meeting some time during the retreat. The board agreed that holding the retreat at the Columbia building instead of offsite would be preferred.

New Business

There was no new business.

Public Comment

There was no public comment.

Staff Comments/Announcements

Farris said that while she was not heavily involved on the technical side of the web site’s functionality, she did think a tool might be available to create a user name and password that would allow a patron to access both the databases through the web and the patron’s account information without having to enter his or her library card number. She said she would have the library’s web master check on the price and availability of such a tool. Farris explained that the new web site would be implemented in phases, with new updates, design changes, and services introduced incrementally. Richards pointed out that these web site improvements and online services were consistent with the message the board heard from the survey results and the election – that the library should maximize the resources it already has and market existing services. Farris said that the new site would categorize resources by subject instead of format to reflect the way patrons actually search for information. Carr said that at a future board meeting she would have staff provide an explanation of the new materials selection process which has allowed the transfer of some professional staff hours to developing these resources and projects. Carr added that Ellen Miller commented on the library’s outstanding web site and the availability of board meeting minutes and library policies.
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**Board Comments/Announcements**

Higgins said she just received the most recent Cover to Cover and commended the staff for producing such an outstanding and informative publication. She added that she also received information regarding ALTA President Elect Helen Marte-Bautista, including her résumé, and she thinks she would make a great officer.

Powell said that if any trustees wanted to attend the ALA annual meeting, they should let her know.

Beahon said that she attended the Columbia Friends of the Library book sale this past weekend after seeing the event advertised in Cover to Cover. She said she was so impressed by the number of donations the library receives and how well-attended the sale was. Carr said that the Friends made over $11,000 at the sale.

**Adjournment**

There being no further business to discuss, Powell adjourned the meeting at 8:03 p.m.

Minutes recorded by Lauren Williams, Executive Assistant.

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Board Secretary