Daniel Boone Regional Library  
Minutes, Meeting of April 10, 2008  

Call to Order, Roll Call, and Determination of Quorum  

Hostetler called the meeting to order at 7:07 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; Linda Dellsperger; Mary Fennel; Rosie Gerding; Marie Glaze, Warrant Officer; Lynn Hostetler; Tiff Lauffer; Jim Loveless; Michael Luebbert; Tom Richards; Jessica Robinson; and David Webber. Terry Higgins, David McDonald, Patricia Powell and MaryEllen Sievert were absent.  

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

Public Comment  

There was no public comment.  

Approval of Minutes  

Dellsperger moved, Brunner seconded, approval of the minutes from March 13, 2008. The motion passed.  

Monthly Reports  

Financial Report – Smith updated the board on the SIRSI servers, saying that they will be ordered April 11 and that their final cost is listed on page 9 of the March 2008 report. He stated that library staff also will be purchasing self-check machines using funds budgeted in Capital Outlay Furniture and Equipment. He said staff has negotiated a good price for the machines and determined that the library can use its existing furniture and will not be required to purchase the furniture that comes with the machines. Because of these savings, staff obtained an offer for a fourth self-check machine and believes it would be beneficial to the library to purchase the fourth machine. Three machines will be used at the CPL and one at the CCPL, and this purchase will be within the original amount budgeted. In response to a question, Smith explained that on the monthly reports the value of the fixed assets does not depreciate; however, the audited financial statements do show depreciation. In response to a question, Smith said that the Other Income line does not include grants received but instead includes money for lost books, replacement library cards, supply sales (computer discs and headphones), the coffee cart contract payments, and other miscellaneous revenue. Smith added that the line for the COIN Management Fee will be dropped when it doesn’t have an amount listed for the prior year.  

Service Report – In response to a question, Carr said that one reason the bookmobile visits are down is because the bookmobile had mechanical issues this March causing the cancellation of
two stops. Staff explained the reasons behind the increase in patron contacts, including the statistics review and the increased focus on keeping track of each patron question. Also, the statistics committee clarified with staff the difference between a reference question and a directional/other question, shifting the ratio between these two types of contacts.

**Director’s Report** – Carr reminded the board of the upcoming events involving Missouri’s Poet Laureate, as well as the Friends of the Callaway County Public Library annual meeting and program on April 24, which will kick off the celebration of 100 years of library services in Fulton. Carr encouraged the board to view the Andy Tau photographs now on display on the first floor of the Columbia Public Library near the media desk. These photos are part of the Columbia Art League’s permanent collection donated to the library. Carr announced that Sunday, April 13 starts National Library week, as well as Week of the Young Child, and DBRL will be handing out green plastic bags that have “Families Read Together” printed on them.

**District Board Reports**

**Boone County Board** – Robinson reported on the BCLD Board’s March 27th meeting, saying that the board discussed the fact that the SoBoCo Library has been in the same leased facility for several years and that it hasn’t looked at other properties in 7-8 years. The board felt the fiscally responsible thing to do is to direct staff to look at what alternatives are available in the area and explore if there is any way to improve the location and functionality of that library for about the same cost. The BCLD passed a motion directing staff to identify alternate leased facility options for Southern Boone County, with no less space than the current facility, within the current lease’s cost range, and for no longer than a ten-year lease. She reminded the board that the current lease does not have to be renewed until August of 2009, so the board has plenty of lead time to complete this process.

**Callaway County Board** – Luebbert reported that the CCLD Board met last week to discuss the celebration of the 100th anniversary of library services in Fulton. Craghead, co-chair of the planning committee, said that after the April 24th Friends meeting and program, new library cards with an image of the original Carnegie library in Callaway will be issued region-wide. She said that the main celebration will begin with the Fulton Street Fair June 20 and 21, and events and programs related to the anniversary will be held through the end of July. Robinson encouraged all board members to participate and be a part of the celebration, which is a great opportunity for the trustees to show their enthusiasm for library services. Craghead said she will be asking for volunteers as we get closer to summer.

**Columbia Board** – Richards reported that the CLD Board met earlier in the evening and discussed the library’s policy on petitioning and endorsed the staff’s efforts to implement procedural changes to deal with some of the problems arising from the large number of groups collecting signatures. He said that the board is moving forward on the parking lot revisions, and the library has accepted the lowest responsible bid for the work on parking aisle one and the exit ramp. He added that they are still discussing the plaza area at the end of the ramp and the crosswalk and hope to have a decision on these items by early May. He reported that the library will pursue amending the city’s existing sign ordinance to allow the
library to hang banners in both parking lots. The CLD Board also accepted the recommendation of the Citizen’s Art Advisory Committee and approved a proposal from Grant School and a local artist to create a tile project for the library.

Committee Reports

Ad Hoc Communications Committee – Robinson said that at its April 7th meeting the committee made great progress reviewing a draft of a communications plan or blueprint. She said that the committee hopes to have a final draft for the Regional Board to review at its May meeting. She added that the blueprint will have an appendix containing recommendations and suggested tactics. She said that for homework she asked the committee members to make their role as a library trustee part of their everyday life and the fabric of their conversations, as well as a lens through which they consider their environment; how might something they see, read about, or encounter be used at/for/by the library? Robinson encouraged all DBRL Board members to take up this task.

Contract and Bylaws Committee – Hostetler reported on the committee’s April 1st meeting and said the members discussed minor changes to the DBRL Contract, particularly item 14 that addresses the termination of or withdrawal from the contract. He said that the library’s attorney will review that section and propose new language. He said that the January 11, 2007 amendment to the Regional Contract was null and void because of the outcome of the election. Hostetler said that the committee also proposed minor changes to the DBRL Bylaws, mainly clarifying duties of officers and the committees, as well as the definition of a quorum for committees. Hostetler explained that the bylaws of the district boards vary a great deal, so Carr is working on developing a template containing the essential elements for the individual boards to use as a starting point for their bylaws. He said that the committee would meet again to review the revised DBRL Contract, DBRL Bylaws, and the template and then bring their recommendations to the DBRL Board.

Evaluation Committee – Webber reported on the committee’s April 1st meeting and its progress toward the goal of evaluating the Director based on measurable objectives. He described this year as a transition year, and instead of providing a numeric or multiple choice type of evaluation form, the committee is asking board members to complete a narrative evaluation of the Director. Webber distributed the evaluation forms. Webber explained that management staff is also evaluating the Director using a similar format, questions, and timeline. Webber said that by the June DBRL Board meeting the committee will complete this year’s evaluation and have salary recommendations for the board, as well as have proposed objectives for the Director’s evaluation for 2008-2009.

Old Business

Hostetler reminded the board that the retreat will be held July 25 and 26 and that the board previously discussed having a board meeting on July 26 immediately following the retreat.
ACTION: Robinson moved, Dellsperger seconded, that the DBRL Board hold its July board meeting on July 26, 2008 following the board retreat and cancel the regularly scheduled July 10, 2008 meeting. The motion passed.

New Business

There was no new business to discuss.

Public Comment

There was no public comment.

Staff Comments/Announcements

Carr reminded the board that the May 15th meeting will be at the Callaway County Public Library in Fulton. She said that Larry Nolte will be in attendance to receive his resolution.

Board Comments/Announcements

In response to a question, the board discussed appropriate responses to give when people react negatively to their being on the library board. Robinson confirmed that part of the communication plan is to provide board members with the training and tools to respond positively and appropriately. Carr listed some of the library’s recent activities in areas of Boone County including expanding summer reading activities to Hallsville and Sturgeon.

Craghead announced that the Nominating Committee will need to meet prior to the May board packet mailing.

Craghead announced that this will be her last year as a trustee and that she is leaving the board June 30th.

Adjournment

Dellsperger moved, Breyfogle seconded, to adjourn, and Hostetler adjourned the meeting at 8:05 p.m.

Minutes recorded by Lauren Williams, Executive Assistant.

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Board Secretary