Daniel Boone Regional Library
Minutes, Meeting of May 15, 2008

Call to Order, Roll Call, and Determination of Quorum

Higgins called the meeting to order at 7:01 p.m. in the Friends Room of the Callaway County Public Library. Board members present were Mary Ann Beahon; Susan Breyfogle; Patsy Craghead; Linda Dellsperger; Mary Fennel; Rosie Gerding; Marie Glaze, Warrant Officer; Terry Higgins, Vice President/Secretary; Lynn Hostetler; Tiff Lauffer; Michael Luebbert; Jessica Robinson; MaryEllen Sievert; and David Webber. Terri Brunner, Jim Loveless, David McDonald, Patricia Powell, and Tom Richards 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. Steve Smith, Williams-Keepers, LLC; and Larry Nolte, former DBRL Board member, were present for the first portion of the meeting.

Recognition of Larry Nolte

Higgins read the resolution passed by the DBRL Board in August 2007 honoring Nolte’s years of service to the library. The board thanked Nolte with a warm round of applause. Carr presented Nolte with a certificate from the library staff.

Public Comment

There was no public comment.

Finance Committee

Glaze reported that the Finance Committee met on May 1 to review the audit report on the financial statements, the management letter, the auditor’s communication report, and the staff-prepared Expenditures and Revenue by County report.

ACTION: Glaze moved that the DBRL Board of Trustees accept the 2007 audited financial statements. Craghead seconded the motion.

Steve Smith reported that the auditors issued an unqualified, clean opinion on the 2007 financial statements and made no recommendations in the management letter. He explained that the financial statements and Management’s Discussion and Analysis were prepared by Jim Smith, and the auditors did not suggest any significant changes, disclosures, or adjustments to the books and records. In response to a question, Steve Smith explained some of the new risk assessment standards auditors are now required to follow. The motion to accept the 2007 audited financial statements passed. Steve Smith left the meeting.
Approval of Minutes

Dellsperger moved, Hostetler seconded, approval of the minutes from April 10, 2008. The motion passed.

Monthly Reports

Financial Report – There were no questions on the April 2008 report.

Service Report – Carr reported that April was a busy month with circulation up at all facilities compared to April 2007. Visits also increased over last year. Carr mentioned a few factors that contributed to these increases, including a larger number of tours at CCPL this April and the Missouri Poet Laureate presentation at SoBoCo that attracted 64 attendees. Carr explained that as part of the Mid-Missouri Storytelling Festival, there were many performances at the library facilities as well as at schools and other local venues. The library also participated in Tons of Trucks where hundreds of kids toured the bookmobile. Carr explained possible reasons for the bookmobile visits being down, including police activity at one stop, which required the bookmobile to leave early. Dellsperger said that with the downturn in the economy, use of library services will likely increase.

Director’s Report – Carr reported that last week circulation staff began handing out bookmarks created by the PR department, and these bookmarks explain a number of upcoming events. Parking lot construction to improve pedestrian safety will begin May 19 at the CPL, weather permitting. Carr also mentioned catalog improvements and the installation of a new server on May 29, which will result in the catalog being inaccessible for much of that day.

Carr informed the board that the library has begun a new practice of sending emails to patrons whose library cards are about to expire. She explained that cards are set to expire after two years so that library staff can confirm addresses and other contact information and keep our active patron records accurate. She said that the first batch of 1,100 emails went out, and between 10% and 12% of recipients responded within 24 hours.

Carr said that Farris is collecting favorite or first memories of the CCPL as part of the 100th anniversary of library services in Fulton, and she asked board members to email their memories to Farris.

Carr said that the children’s team and PR staff are preparing for this year’s Summer Reading program. With the LSTA grant written by Karen Neely and Sarah Howard, this year the library will partner with school media centers in Hallsville and Sturgeon, as well as launch a pilot project called “Books by Snail.” Carr explained that kids in Hallsville and Sturgeon can have books mailed to them free of charge between June 1 and August 9. Complete program details are at www.booksbysnail.org.
**District Board Reports**

**Columbia Library District** – Hostetler reported that the board met in April to discuss and approve proposed changes to the south parking lot and that construction is set to begin next week. Carr added that staff met today with Columbia City Council Representative Jerry Wade and representatives of GetAbout Columbia to inform them of the improvements.

**Committee Reports**

**Ad Hoc Communications Committee** – Robinson reported that the committee met four times over the last several months to fulfill its charge. She said that the results of the committee’s work are the Communications Blueprint and the “Trustees’ Role in Communication” document that were sent in the packet. She said that the committee recommended adoption of these documents.

**ACTION:** Dellsperger moved, Sievert seconded, that the DBRL Board of Trustees adopt the Communications Blueprint and the “Trustees’ Role in Communication” document. The motion passed.

**Long Range Planning Committee** – Gerding explained that while the committee is not scheduled to meet until May 20, Barrett and Carr have been gathering staff input and doing research, including talking to other libraries about their strategic plans and processes. She also indicated that PLA publishes a workbook or guide that contains some information that might be relevant for DBRL. Gerding said that she, Barrett, and Carr had met twice in the last month to prepare for the planning process, and she said that because past plans have focused on facilities and building branches, this new plan represents a change in direction for the system. As a result of these meetings and conversations with Ellen Miller regarding possible topics for the board retreat, staff issued an RFP for a strategic planning consultant to facilitate the process. Barrett explained the RFP process and said that the library had received one proposal, which came from Ellen Miller. Barrett described Miller’s experience with libraries and said that Miller’s proposal outlined three to four weeks of work for a total of 150 hours, and that the process would be completed in March or April 2009. The board discussed the possibility of involving community members in the planning process, as well as the difficulty of defining the library’s community because of the complexity of the system. Barrett said that the library had received a lot of community feedback from the listening sessions and surveys, and she agreed that it would be important to have a very transparent process and report to the community on the board’s progress. Carr explained that Miller does not follow a set process but develops a process tailored to the library’s and other stakeholders’ needs. Webber recommended being flexible in our process because of experiences with another organization where a fixed planning process somewhat predetermined the outcome, and fixed deadlines cut off important discussion. The board discussed the potential cost for a consultant.
Daniel Boone Regional Library  
Minutes, Meeting of May 15, 2008

ACTION: Sievert moved, Dellsperger seconded, to direct the Long Range Planning Committee to hire a strategic planning consultant at a cost not to exceed $25,000.

The board discussed using part of the retreat to discuss the strategic planning process, as well as the typical costs for a consultant and the importance of outside expertise because of the board’s shift in focus from building facilities to expanding services and trying to find a new strategic direction. Luebbert called the question. Seeing no objection, Higgins called for a vote on the motion. The motion passed.

Nominating Committee – Craghead reported that the Nominating Committee met on April 30th and present the following slate of officers for the 2008-2009 board year:

- President – Terry Higgins  
- Vice President/Secretary – Rosie Gerding  
- Warrant Officer – Terri Brunner

Carr said that at next month’s meeting members can make additional nominations from the floor, and then the board will vote on the officers.

Risk Management Committee – Dellsperger asked if there were any questions about the memo from the committee. Smith explained that the motion from the committee recommended the process of pre-certifying vendors and inviting three to five to bid to be the library’s retirement plan provider. He said that this process is in the spirit of the library’s procurement policy, but since it does not match the process exactly, approval from the DBRL Board is needed.

ACTION: The Risk Management Committee recommends that the DBRL Board of Trustees allow staff to use the pre-certification process outlined by the Risk Management Committee to select a retirement plan provider.

In response to a question, Smith clarified that the board would be voting on just the process tonight and that any recommendation for selection of a new retirement plan would come back to the board for approval. Dellsperger provided background on the library’s current retirement plan and explained that the plan hadn’t been put out to bid since the 1990s. She said that due to the complexity of evaluating different types of plans, their designs, and investment options, the Risk Management Committee and staff felt that it was important to use a retirement plan consultant to assist with the pre-certification and subsequent bidding process. Carr added that the pre-certification of retirement plan vendors would result in significant cost savings compared to having a consultant evaluate the plans of over twenty different bidders. In response to a question, Smith confirmed that the next step is to put out the RFP for the retirement plan consultant and that the RFP would request services to assist with this new process. Smith confirmed that the retirement plan consultant could not then bid to be the library’s retirement plan provider.

The motion passed.
Old Business

There was no old business to discuss.

New Business

2007 Annual Report – Farris distributed an updated 2007 Annual Report. She asked board members to give her any suggestions for changes or revisions. Robinson congratulated Farris and her staff, saying that the report represents the library’s activities and accomplishments very well.

Public Comment

There was no public comment.

Staff Comments and Announcements

There were no staff comments or announcements.

Board Comments and Announcements

Robinson said that in the “Trustees’ Role in Communication” document adopted by the board, the activity for May is to tell one person about a library service with which they are not currently familiar.

Beahon distributed Fulton Street Fair posters for board members to display. She reminded the board that this year’s parade theme will honor 100 years of library services in Fulton.

Gerding presented CCPL Manager Reeves with a gift of two watercolor prints by Columbia artist Ron Hediger in honor of the library’s 100th anniversary. One print shows the old Callaway County Courthouse at the turn of the century, and the second depicts the buildings along the north side of Fifth Street in 1903.

Adjournment

There being no further business to discuss, Higgins adjourned the meeting at 8:15 p.m.

Minutes recorded by Lauren Williams, Executive Assistant.

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Board Secretary