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; Susan Breyfogle; Terri Brunner; Mary Fennel; Rosie Gerding; Marie Glaze, Warrant Officer; Tiff Lauffer; Michael Luebbert; David McDonald; MaryEllen Sievert; and David Webber. Jessica Robinson arrived at 7:05 p.m. Patsy Craghead, Linda Dellsperger, Terry Higgins, Lynn Hostetler, Jim Loveless, and Tom Richards were absent.

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

Public Comment

There was no public comment.

Approval of Minutes

Powell asked for any changes or corrections to the minutes of May 15, 2008. Hearing none, Powell declared the minutes approved as written.

Monthly Reports

Financial Report – In response to a question, Smith said that the cost of the new servers was not yet recorded under capital outlay but would appear on a future financial report.

Service Report – Carr said that May was a busy month but had fewer open hours than May of 2007 due to the way the calendar fell, and this affected the library visit numbers somewhat. She said next month’s report will include the door count for the first day of Summer Reading when a total of 3,148 people visited the Columbia facility. Callaway also had a higher than normal door count that day with more than 550 people visiting. Carr announced that more than 1,000 children have signed up for Summer Reading so far and more than 900 people used the Columbia building the first Sunday after Memorial Day, which was CPL’s first open Summer Sunday. In response to a question, Carr said that as in past months the main reason behind the increase in patron contacts is the increased focus on keeping track of each patron question since the beginning of the year. Reeves added that 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. Carr said that we expect to see similar increases in this statistic for the entire year due to the work of the statistics committee to standardize the way contacts are counted. In response to a question, Carr said that the decrease in eBook and downloadable
audiobook circulation was largely due to decreased marketing of these services compared to when they were first made available. When the new website is launched, these services will be highlighted and marketed much more than they are now. Farris added that when the library makes the Playaway devices available in the fall, there will be a corresponding promotion of all of our e-services, including eBooks and downloadable audiobooks.

Director’s Report – Carr reported that during the parking lot construction at the CPL the main ramp was closed for two and a half days, during which time staff used golf carts to carry patrons to other ramps or the north entrance of the building. She said this additional interaction with the public gave employees an opportunity to answer patron questions one-on-one and to really explain how the changes would increase pedestrians’ safety. She said the response from the public was overwhelmingly positive. Carr reported that in addition to the parking lot construction this week, four journalists from the Ukraine toured the library along with representatives from the Tribune. She also said she received a patron compliment on the cleanliness of our restrooms. Carr said that the grant-funded summer program “Books by Snail” for Hallsville and Sturgeon is going very well with 65 children signing up this week. She explained that most of these children did not have library cards, so the program is reaching new patrons with this service. Carr reported that the library has received Imagination Library registrations for 89 children, and the first books for distribution at Columbia hospitals have arrived. Carr reminded the board of the upcoming events in Fulton including the Friends of the CCPL book sale on Saturday, June 21 and the Fulton Street Fair parade at 5:00 p.m. that evening.

District Board Reports

Columbia Library District – Gerding reported on the Columbia Board’s meeting earlier in the evening and announced that the board reelected Richards as president, Gerding as vice president, and McDonald as secretary/warrant officer. She said the board discussed the progress of the parking lot construction and a proposed ordinance to allow the library to hang banners. She said that the ordinance’s language is broad enough to cover any library built within the Columbia city limits in the future. She said that when the library submits the proposed ordinance to the City Council, it would like to include letters of support from the library’s neighbors, and staff is working on gathering these letters. She said that the Columbia Board passed a motion recommending that the DBRL Board join the Columbia Library District in its request to have the Columbia City Council approve a new sign ordinance that allows banners for public libraries.

ACTION: Robinson moved, Luebbert seconded, that the DBRL Board write a letter in support of the Columbia Library District’s request to have the Columbia City Council approve a new sign ordinance that allows banners for public libraries. The motion passed.

Gerding said that the Columbia Board also cancelled its July meeting.
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Committee Reports

Contract and Bylaws Committee, DBRL Contract – Gerding summarized the activity of the committee during its two meetings, saying that they removed all of the references to new branches and reviewed suggested clarifications regarding make up of committees, the definition of a quorum, and minor grammatical changes. She said that all changes are noted in red on the draft of the Contract included in board members’ packets. She explained that the library’s attorney Dan Simon reviewed the changes and felt strongly that a clear outline of the process for dissolution of the Contract or withdrawal of a member library should be included. Gerding said that the committee felt that including in the Contract the lengthy section the attorney drafted on this topic would overwhelm the rest of the document, so members agreed to creating an Exhibit A and including this exhibit in the Contract by reference. Gerding explained that the previous paragraph 13 required the board to save for capital improvements for owned buildings, but the new proposed language means that capital needs of library facilities, whether leased or owned, should be saved for, not just those needs that relate to the structure of the building.

ACTION: The Contract & Bylaws Committee recommended acceptance of the revised DBRL Contract by each member district board.

Recess to Individual Library District Boards – Webber moved, Luebbert seconded, to recess to individual library district board meetings. The motion passed, and Powell recessed the meeting at 7:29 p.m.

Report from Individual Library District Board Meetings – The regional board meeting reconvened at 7:47 p.m.

Boone County Library District – The BCLD Board approved the DBRL Contract.

Callaway County Library District – The CCLD Board approved the DBRL Contract.

Columbia Public Library District – The CLD Board approved the DBRL Contract.

DBRL Bylaws – Gerding explained that the board cannot take action on the revised DBBL Bylaws until the next meeting. She said that the committee also reviewed the bylaws of the member boards and concluded that the committee needed to create a standard template for each district to adapt according to their needs. She explained that Carr reviewed the three sets of bylaws and used sections from each to draft a template for the committee’s review. The committee made some small changes, and a draft of the new template will go to each member board for their consideration some time in late summer.

Long Range Planning Committee – Gerding reported on the May 20th meeting of the committee and said that they approved a motion to accept Ellen Miller’s proposal for strategic planning services. She said that the first step is to design the strategic planning process, and the design team of the current DBRL President, the incoming DBRL
President, chair of the Long Range Planning Committee, Carr, and Barrett will meet with Ellen Miller on July 14 and 15. The resulting process will be reviewed and approved at a Long Range Planning Committee meeting in early August. Carr pointed out that committee membership usually changes in July with the new board year, but she assumes that the current members of the Long Range Planning Committee will continue their work through July.

Nominating Committee - Powell reminded the board that at the May DBRL Board meeting, Craghead announced the slate of officers recommended by the Nominating Committee. The slate was also included in Carr’s Director’s Report. There were no additional nominations from the floor.

ACTION: The Nominating Committee recommends the following slate of officers for the 2008-2009 board year.

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

The motion passed.

Risk Management Committee – Glaze said that the Risk Management Committee’s report was included in the board packet. The committee met on June 2 but did not have a quorum. The members present heard a report from LaBrunerie Financial on the current retirement plan and discussed the results of the bids for retirement plan consultant services. Bob Higgins of Benefit Plans Plus attended the meeting on June 2.

ACTION: Glaze moved, Brunner seconded, to accept the proposal from Benefit Plans Plus for retirement plan consultant services. The motion passed.

Evaluation Committee – Closed Session Concerning Matters of Personnel as Authorized Under 610.021(3) RSMo.

Webber moved, Gerding seconded, to go into Closed Session concerning matters of personnel as authorized under 610.021(3) RSMo. Vote on the motion was taken by roll call: Beahon – yes, Breyfogle – yes, Brunner – yes, Fennel – yes, Gerding – yes, Glaze – yes, Lauffler – yes, Luebbert – yes, McDonald – yes, Powell – yes, Robinson – yes, Sievert – yes, Webber – yes. The motion passed and Powell recessed the meeting at 8:00 p.m.

The meeting reconvened in open session at 8:25 p.m. DBRL staff members Barrett, Bush, Farris, Henry, Neely, Reeves, and Smith were no longer in attendance.

ACTION: Webber moved, Sievert seconded, that the board increase the Director’s compensation 3.5% over her compensation for the previous year.
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Robinson pointed out that this raise is consistent with the staff raises included in the 2008 budget. The vote on the motion was taken by hand count and passed unanimously with 13 affirmative votes.

Powell thanked Webber for his outstanding work as chair of the Evaluation Committee.

Webber reported that the Evaluation Committee asked him to prepare a separate document regarding the board and staff members’ statements about the organization’s needs and objectives. He said that he would have this document completed by month’s end and would distribute it to the entire board before meeting with the Director to review the document. He said that the committee received 29 evaluations, 17 from the board and 12 from staff. He asked the Director to thank and compliment the staff for their thoughtfulness. Powell said that the response rate from the board during the evaluation process was phenomenal, and she thanked the board and the committee.

Old Business

Powell reminded the board that the July meeting will take place after the retreat, which is scheduled for July 25 and 26. The board discussed the retreat schedule and members agreed they preferred to eat dinner at 5:30 p.m. on the 25th and have the retreat begin at 6:00 p.m. A light breakfast will be available on June 26th at 8:30 a.m. and that morning’s session will be from 9:00 a.m. to noon. The board members present agreed that they preferred to have a lunch break at noon before beginning the DBRL Board meeting at 12:30 p.m. Carr said that the retreat would be held in the Friends Room and the board meeting would be in the Virginia Young Room.

New Business

Powell reminded the board that Patsy Craghead is retiring from the board after serving for 12 years. Powell volunteered to write the resolution honoring Craghead and said the board would probably present this resolution to Craghead at its fall meeting in Callaway. She asked for board members to send her any suggestions of items to include in the resolution.

Public Comment

There was no public comment.

Staff Comments/Announcements

Carr said that the 2007 Annual Reports had been mailed to the county commissioners, clerks, mayors, election committee members, and One Read Task Force members. She said that Farris asked her to remind board members to send their first or favorite memories of the CCPL to comments@dbrl.org.
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Board Comments/Announcements

Powell reminded the board members that their activity for June is to invite a family to sign up for Summer Reading.

Powell wished board members having surgery well.

Beahon invited all board members to participate in the upcoming Fulton Street Fair and encouraged them to attend the parade on June 21 at 5:00 p.m. honoring the library’s 100th anniversary.

Adjournment

There being no further business to discuss, Powell adjourned the meeting at 8:40 p.m.

Minutes recorded by Lauren Williams, Executive Assistant.