Daniel Boone Regional Library
Minutes, Meeting of November 13, 2008

Call to Order, Roll Call, and Determination of Quorum

Powell called the meeting to order at 7:00 p.m. Board members present were Mary Ann Beahon; Sue Breyfogle; Terri Brunner, Warrant Officer; Linda Dellsperger; Mary Fennel; Marie Glaze; Lynn Hostetler; Tiff Lauffer; Michael Luebbert; David McDonald; Patricia Powell; Jessica Robinson; MaryEllen Sievert; and David Webber. Tom Richards arrived after roll call. Shawn Cockrum, Rosie Gerdin, Terry Higgins, and Jim Loveless 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.

Carr said that since both the president and vice president are absent, she asked Powell to convene the meeting. She explained that the board needs to elect a president pro tem to preside over the meeting.

Hostetler moved and McDonald seconded to elect Pat Powell as president pro tem for the duration of the meeting. The motion passed.

Public Comment

There was no public comment.

Approval of Minutes

Powell said that she already gave staff one minor correction to the minutes: “Central Missouri Food Bank” in the first paragraph on page five should be changed to “Central Missouri Food Bank Pantry.” Luebbert moved, McDonald seconded, approval of the minutes from October 16, 2008 as corrected. The motion passed.

Monthly Reports

Financial Report – There were no questions on the financial report.

Service Report – There were no questions on the service report.

Director’s Report – Carr said that as noted in her report, staff requests that the library facilities be closed for Staff Development Day on Friday, March 6.

ACTION: Sievert moved and Hostetler seconded to close all facilities on Friday, March 6, 2009 for Staff Development Day. The motion passed.
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Carr reported on that morning’s unveiling of the beautiful Missouri history tile mural installed in the children’s area. She said the tiles were created by Grant Elementary School’s 2007 4th grade classes and guest artist Heinrich Leonhard. The project was funded by the DBRL Foundation, the Grant PTA, and donations from Grant parents. The kids attended the unveiling and were extremely excited to see their art on permanent display. Carr said that the State Historical Society has already approached the library about using the project in one of their educational programs.

Carr announced that Sarah Howard and Karen Neely just submitted the summer program grant application for 2009. The maximum award amount is $15,000. She said that this year’s grant proposes expanding the books by mail program to both Boone and Callaway County school children, kindergarten through grade six, in towns where there are no library facilities. The grant also includes funding to staff summer open hours at media centers in Hallsville, Sturgeon, and at Blue Ridge Elementary.

Carr said that staff wore new name tags at the recent individual and community meetings held as part of the long-range planning process, and she would like to order magnetic name tags for all of the board members to wear when they attend events or programs as library representatives. She asked the board to email Farris with any special requests for how their names should appear.

Farris reminded the board that one of the goals stated in the Communications Blueprint is to make the trustees more visible to the public with photos and information on the web site. She said she will arrange to take photos of each member, and she distributed questionnaires to gather information she will then use to create the trustee bios. Carr distributed a library “fast facts” bookmark to the board.

The board agreed to move the district board reports agenda item to after the recess.

Committee Reports

Finance Committee, CY 2009 Operating Budget – Brunner said that the Finance Committee met on November 6 to review the proposed 2009 Operating Budget. She reported that the committee passed the following motion:

ACTION: The Finance Committee recommends acceptance of the 2009 DBRL Operating Fund Budget to the individual library district boards.

Smith presented the highlights of the proposed 2009 Operating Budget.

Revenues
Smith said that revenues for 2009 are projected to increase 1% over the 2008 budget due to an increase in property tax revenue, which is offset by a projected decrease in investment income due to lower interest rates. Dellsperger said that the public schools are showing a decrease in property tax revenues and asked why our projections would be different. Smith said the library’s projections were based on the preliminary assessed
valuations from the county assessors. He said that the library budget is based on what it collects and this year the library is on target for receiving the tax revenues projected in the budget. Carr added that she and Smith talked at length about the possibility of delinquent taxes or failure to pay, but the library hasn’t seen these issues thus far. Smith speculated that the public schools might be anticipating an increase in property owners failing to pay, but the library has not seen evidence of this.

Salaries and Benefits

Smith reported that the Salaries and Benefits budget includes a proposed market adjustment and a 2% across-the-board raise. Henry distributed a handout showing DBRL’s pay grade and classification structure and the dollar amount of the proposed market adjustment for each classification. She explained that the new 2009 minimums would be the base salary at which the library would hire new employees in each classification. Henry explained that the Missouri minimum wage increases to $7.05 an hour in January, and in July the federal minimum wage increases to $7.25 an hour. Our current base pay rate for a library aide is $7.06 an hour, which will be out of line with the new minimum wage in July. A 3% market adjustment will bring that aide classification in line with the July minimum wage requirements. Henry said that she compares DBRL’s pay classifications with a peer group of libraries in Missouri and Kansas, and in the past we have tried to keep our salaries in the mid-range compared to those of the other libraries. Making the market adjustment also brings DBRL’s salaries up to that mid-range when compared with the other libraries. She explained that the market adjustment would be a dollar amount, and then the budget proposes a 2% across-the-board raise in addition to the market adjustment. She said that staff also looked at what raises the schools, other libraries, and government entities were giving this year. Henry said that while the market adjustment at all classifications prevents wage compression, the 2% raise prevents an employee hired next year from making the same as an employee in the same class who was hired this year; it is recognition for years of service and skills gained on the job.

In response to a question, Henry said that depending on an employee’s current pay rate, the market adjustment plus the 2% raise would mean a total change in salary ranging from 3.8% to 5%. In response to another question, Smith and Henry estimated that under the proposed budget, employees would receive an average total increase of 4.8% to 6% in salaries and benefits. Dellsperger expressed concern that providing a 4% to 6% overall increase in salaries and benefits during these economic times was not appropriate. She said she could not approve such an increase.

Smith explained that if you look at the library’s four-year average of revenue received, the library has seen greater increases in revenues than expenditures; the increase in operating expenditures has been constant and smaller than the increase in revenue. In response to a comment, Carr clarified that no reserves were being used in this budget, and in fact, we are projecting that more than $350,000 would be added to the fund balance. Smith further clarified that no money was taken from other line items to provide funds to increase salaries and benefits. He said that all expenditures in the budget are covered by projected revenues. Glaze reported that the Finance Committee was very excited about
the list of cost savings library employees achieved during 2008 and said that staff has been very prudent with the library’s funds. This cost savings memo was included in the board packet at the committee’s request. Robinson added that the committee also discussed the information gathered in formal surveys and anecdotally, all of which consistently praises staff. She said this fact, coupled with the fact that staff can document a quarter of a million dollars in savings for 2008, made the committee comfortable with the pay increases. She also said that since staff is such an asset, she’d like to make sure that we retain them, and the salary increases are a way to do that. Richards added that looking at our peer group of libraries, even with this increase our salaries will still be on the low end of the middle salary ranges. He expressed the opinion that staff has managed library funds very well and should not be penalized because other entities are having problems.

Robinson called the question and asked for a vote to end discussion. However, it was determined that because the motion on the floor was a recommendation to the individual library boards and not the DBRL Board, there was no question on which a vote could be taken at this time. Discussion continued.

*Library Materials*
Smith said the Library Materials line increased from the 2008 budget to improve collections at all facilities. The 2009 budget amount shows a decrease from the 2008 projected actual amount because the budget does not include donation spending. Donations are reflected in the contingency budget.

*General Operating*
Smith said that this year’s General Operating budget was very similar to last year’s budget and shows an increase from 2008’s projected actual amount primarily due to inflation and including four newsletter mailings, some software purchases, increasing bandwidth and including consultant fees.

*Building Operations and Maintenance*
Smith said that this line is increasing due to increases in utility rates and usage for all facilities. This line also includes maintenance for ILL software and maintenance for the library’s collection management software.

*Contingency*
Smith said that staff budgeted $140,000 in contingency to offset grant and donation spending. On the revenue side we budgeted $120,000 in donations and $20,000 in grants, and the contingency line offsets these two items.

*Furniture and Equipment*
Smith reviewed items on the furniture and equipment list, saying that some of the items are scheduled replacements and others are new requests. The list includes an allowance to replace all of the library’s copiers but one with color copiers that allow patrons to send printing jobs to the copiers and pay for their pages by swiping their library cards. Smith explained that a committee will be formed to further research the copiers and determine
the appropriate number that should be color and whether the smart card technology is feasible. In response to a question, Carr explained that the current copiers are at their end of service date and scheduled to be replaced. She said that she has asked staff to do more research and make a recommendation, and she said that there will be an RFP process and a recommendation brought to the board. No purchase will be made without the board’s approval.

Smith said that a down payment for a new small bookmobile is also on the list. Carr explained that the current small bookmobile, acquired in 1986, is not taken out of Columbia because of reliability concerns. She said that the long-range planning process will provide more data about how this bookmobile will need to be designed.

Smith explained that the data system and server are related to an upgrade of the Director’s Workstation software that allows the library to manage its collection and provide statistical information on circulation and users. This line item represents an enhancement to existing software which adds data tables, charting features, year-end audit reports, and allows more users to access the software.

Smith explained that the new ILL software and server will enhance our interlibrary loan service, allowing patrons to track where their request is in the process and will greatly improve customer service.

Smith explained that the general replacement line is for items that break and cannot be repaired, such as book carts, lamps, and so on.

At the Columbia facility, staff plans to add 15 new computers, a lapbook computer, and a switch to allow them to connect to the library’s network. The lapbook for is for a pilot project and intended for use by a librarian in the stacks to provide “roving” assistance to patrons and to see whether such a service might reduce the need for computers at some of the service desks. Smith said that the library also proposes upgrading the video conferencing equipment. IT staff is looking at a grant that might cover part of this cost.

Smith reviewed the additional proposed hardware replacements, signs, end panel displays, a TV/AV cart replacement for the Columbia facility. Hardware replacement includes domain controllers for both the Columbia and Callaway buildings to allow users to connect to the library’s network and to provide security. He also explained that the entrance door to the garage at the Columbia facility will be widened to better accommodate the carts from the book drops. The carts fit through the doorway, but they are large enough that they often bang against the doorframe and the canvas bags inserts also rub against the doorframe. Staff calculates that widening the doorway will pay for itself in four years due to reducing wear and the replacement rate of the canvas bags.

**Fund Balance**

Smith said that this budget projects an increase in fund balance of $361,181 for an ending fund balance of $7,943,739. Smith explained that the board has made saving for future improvements and repairs to the buildings a priority, as well as providing funds for
implementation of the long range plans. Smith said that at the direction of the board the library has bid for the services of a facilities maintenance assessment consultant to identify the major maintenance needs of library facilities and provide more accurate projections for how much should be saved for future improvements and repairs. Smith said that the amount set aside for replacement of furniture and equipment the library already owns includes funds for five years’ worth of replacements. Smith said that the amount designated for Implementation of the Long Range Plans is the same as the amount in last year’s budget, but this will likely be revised after the board completes the long-range planning process.

In response to a question, Smith said that the fund balance represents actual monies held in accounts with the City of Columbia and Counties of Boone and Callaway. Carr said that the Finance Committee and the board will have a full discussion regarding fund balance when we finish the long range plan and get concrete information from the facilities maintenance consultant. Richards said he shared others’ concerns about the fund balance but felt assured that the board would have some good information and recommendations in the next 12 months so that the amount held in reserves is better supported.

Richards said that the Finance Committee voted unanimously to recommend approval of the CY 2009 Operating Budget. He said that historically, staff never spends all the funds budgeted, and the library has chosen to be fiscally prudent. He said he understands that these are tough economic times and other entities are cutting back because they have to, but he does not feel that the library should punish its staff because others have not managed as well. Carr added that although she had requests for new staff positions this year, as a group administrative staff and managers decided not to include any new positions in the budget and are instead reexamining priorities and rearranging some existing staff within the organization.

Dellspurger asked if the possible change of retirement plan would happen in 2009 or the next fiscal year. Smith said that retirement plan changes would likely happen mid-year and the funding for those changes would require a budget amendment.

Webber asked where the funds are in the budget for the budget message’s goal number 10, “increasing services and electronic resources available through the library’s virtual branch.” Smith said that these are under general operating and library materials and include some software purchases, increasing the number of licenses so multiple staff members can update and add content to the site, and database subscriptions.

Carr said that the agendas for the individual district board meetings include 10 minutes for each board to discuss its bylaws. She said that Callaway and Boone can approve their bylaws this evening or, if further discussion is needed, include a bylaws discussion on the agendas for their next meetings. She said that according to its current bylaws, Columbia cannot approve new bylaws until its next meeting.
Public Comment on CY 2009 Operating Budget – There was no public comment on the CY 2009 DBRL Operating Budget.

Recess to Individual Library District Board Meetings – Glaze moved and Hostetler seconded to recess to individual library district board meetings. The motion passed, and Powell recessed the meeting at 8:12 p.m.

Report from Individual Library District Board Meetings – The meeting reconvened at 8:37 p.m.

Boone County – Robinson reported that the Boone County Board approved the CY 2009 DBRL Operating Budget. The board also approved its new bylaws including allowing the president to vote on all committees.

Callaway County – Luebbert reported that the Callaway County Board approved the CY 2009 DBRL Operating Budget. He said that the board also tabled discussion on the bylaws template so it could get input from all its members.

Columbia – Richards reported that the Columbia Board unanimously approved the CY 2009 DBRL Operating Budget. The board also discussed its bylaws and will vote on them in January. At its meeting earlier in the evening, the board approved the CY 2009 Debt Service Fund Budget and received an update on the parking lot banners. Richards reported that staff hopes to have the banners installed by the end of the year. He said that the board got a brief update on the property available at Garth and Walnut, but staff is still gathering price and other information so a discussion can occur.

Long Range Planning Team – Powell said that board members should have received a report from chair Rosie Gerding via email about this group’s most recent meeting. Powell said that staff and board members have attended numerous public input and small group or one-on-one meetings with community leaders throughout the library’s service area. At Monday’s meeting, the Planning Team spent a lot of time on the library’s vision statement. She asked board members who wanted to provide additional suggestions regarding the vision to email them to Gerding. The four values statements the team drafted will now go to the managers for discussion and revision. Powell said that the goal and objectives the team brainstormed need more revision before they are presented to the DBRL Board.

Carr reported on the library’s efforts to gather information from community leaders. After sending letters to the mayors, chamber directors, city officials and staff in all of the towns in DBRL’s service area, Carr or Williams made follow-up phone calls to schedule appointments. Carr, and almost always Gerding, met with 23 people at 15 meetings and also spoke briefly at the latest Sturgeon City Council meeting. Carr said the purpose of these meetings was to discover things happening in these communities that will impact the library’s planning. She also provided each person with a list of the library’s proposed service priorities and asked for feedback.
Carr reviewed the key themes that emerged in her meetings with community leaders. Carr said that these meetings were extremely worthwhile, with all attendees coming away knowing more about library services and library staff and the board knowing more about these communities.

Barrett reported on the ten public input sessions held in Holts Summit, Ashland, Harrisburg, Hallsville, Columbia, New Bloomfield, Fulton, Millersburg, Auxvasse, and Sturgeon. Barrett said that while attendance was low at most of the meetings, and that most of the people heard from were library supporters, it was important to make the effort to reach out to these communities and show that we are engaged and interested in their input. She added that the meetings were probably most valuable as a tool for staff and board members to learn more about these communities. She added that staff did get an opportunity to discuss the virtual branch and bookmobile services with the public. She said in Hallsville in particular she heard complaints from adults about the bookmobile being too crowded with children, and the preference for not having to remember when the library is in town; they’d prefer a permanent facility.

Risk Management Committee – Breyfogle reported that the library’s health insurance provider offered a 1% discount off of the rate increase if we signed the renewal agreement by October 31, so the Risk Management Committee authorized Carr to sign the renewal. This translates into a $5,000 savings over the course of the year. There was no increase in dental insurance rates. Breyfogle said that staff and the committee are still researching retirement plan options and will continue with the current 401(k) retirement plan in the meantime. She said that with the advice of a consultant, the committee is looking at the defined benefit plan options under MO LAGERS. The consultant discussed issuing the Request for Qualifications (RFQ) to begin the selection process to determine a final list of vendors from which we will select a firm to become our 410(k) retirement plan provider, and he recommended including the requirement that firms be willing to act as a co-fiduciary on DBRL’s plan.

Ad Hoc Communications Committee – Powell reminded board members to have an elevator speech in mind for promoting library services in the community. Robinson distributed small cards and stickers that contain the board’s key messages from the Communications Blueprint and statistics about the library.

Old Business

There was no old business to discuss.

New Business

December Board Meeting – Carr said that she does not anticipate any business that requires a December meeting. If something does come up, she explained that the president can call a special meeting.
ACTION: Lauffer moved, Dellsperger seconded, to cancel the December 11 DBRL Board meeting. The motion passed.

Public Comment

There was no public comment.

Staff Comments/Announcements

Farris said that earlier in the year the library revised its library card applications to include a place to ask permission to send card holders library news and announcements via email. She said the library sent an announcement about the public input sessions to the 700 email addresses collected in this manner and only got three bounces and one request to unsubscribe. She said that the PR department plans to start sending out library news via email on a regular basis.

Barrett wished Farris a happy birthday.

Board Comments/Announcements

Richards said that he got an unsolicited compliment from someone at a party about how great the library’s new web site looks.

Dellsperger said that the One Read Committee is taking suggestions for the One Read selection for 2009. The committee will have its first meeting in January.

Lauffer said he has received many positive comments about the recently mailed newsletter and thinks it is a success.

Adjournment

There being no further business to discuss, Powell adjourned the meeting at 9:10 p.m.

Minutes recorded by Lauren Williams, DBRL staff

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Board Secretary