Call to Order, Roll Call, and Determination of Quorum

Gerding called the meeting to order at 7:03 p.m. in the Virginia Young Room of the Columbia Public Library. Board members present were: Julie Baka; Mary Ann Beahon; Bridget Canaday; Susan Daly; Linda Dellsperger; Mary Fennel; Rosie Gerding, President; Tonya Hays-Martin; Terry K. Higgins; Michael Luebbert, Secretary/Warrant Officer; David McDonald; Patricia Powell; Tom Richards; Jessica Robinson, Vice President; MaryEllen Sievert; and Jacob Thorne. Sue Breyfogle and David Webber were absent. There was a quorum.

Also present were Melissa Carr, Director; Elinor Barrett, Connie Bush, Melanie Henry, Sarah Howard, Pat Kopp, Karen Neely, Greg Reeves, Jim Smith, and Lauren Williams, DBRL staff; Tim Moloney, Rost Landscaping; Dennis Cotter and Neil Pickett, CM Engineering; Matt Kriete, Engineering Surveys and Services; and Dennis Nicks, Columbia resident.

Welcome and Introductions

Carr welcomed new board members Baka, Canaday, and Daly. Members of the staff introduced themselves.

Public Comment

There was no public comment.

Approval of Minutes

Luebbert noted that on page five “Richardson” should be changed to “Richards.” Carr said that on page six “Boone County Commissioner” should be changed to “Mayor of Columbia.”

Luebbert moved, Powell seconded, approval of the minutes from June 11, 2009 with the changes discussed. The motion passed.

Monthly Reports

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

Service Report – Carr reported that as the number of materials patrons put on hold increases, staff is looking at ways to manage this popular service. Summer Reading has also gained in popularity this year, with the number of sign-ups so far already surpassing the total number of participants in last year’s program.
Director’s Report – Carr presented a certificate of thanks to Higgins on behalf of the staff for her service and time spent as DBRL Board President over the past year.

Carr reported briefly on programs, committee meetings, and exhibits she attended at the recent American Library Association Annual Conference. She also reported on a visit to Illinois’ Mount Prospect Public Library that reopened in 2004 after a very similar building process to that of the Columbia building.

Carr announced that the Friends of the Callaway County Public Library (CCPL) recently donated $3,000 to that branch. She congratulated Fennel, who has been heading up the Friends sales at the CCPL, and thanked Beahon for promoting the sales.

Read from the Start – Sarah Howard, Children and Youth Services Coordinator, explained the library’s participation in the Read from the Start program, which teaches parents and care providers the importance of reading for kids birth to age five and provides participants with free books. Three DBRL staff members are trained session leaders, and workshops are held each year in Columbia, Ashland, and Fulton. Howard described a typical workshop, partnership opportunities arising from the program, and said that our participation contributes to the library being seen in the community as a leader in literacy.

District Board Reports

Boone County – Robinson reported that the Boone County Board elected the following slate of officers for the 2009-2010 board year:
   President: Linda Dellsperger
   Vice President: Pat Powell
   Secretary: Susan Daly
   Warrant Officer: Bridget Canaday

Callaway County – Luebbert reported that the Callaway County Board elected the following slate of officers for the 2009-2010 board year:
   President: Mary Ann Beahon
   Vice President: Mary Fennel
   Secretary: Tonya Hays-Martin
   Warrant Officer: Terry K. Higgins

Columbia – Sievert reported that the Columbia Board voted to accept the donation of one or two paintings from Alice de Boton as recommended by the Citizen’s Art Advisory Committee.

Old Business

Board Buddies – Powell explained that at last year’s board retreat, the idea of a board buddy program was introduced to provide guidance and support to new board members. She and Sievert have discussed details of the program and propose pairing experienced board members with new board members – preferably from the same board – to act as a
kind of mentor. Powell said that they envisioned the program as fairly informal and completely voluntary with no set time limit for the relationship. Williams will send out an email asking for volunteers, and Powell and Sievert will pair volunteer “buddies” with new board members expressing interest in participating. She invited all board members appointed within the last year to request a buddy.

Garth and Walnut Parking Lot Update – Carr reported that the phase one environmental study of the property at Garth and Walnut had a positive result, so earlier in the afternoon Gerding closed on the property. Barrett introduced Matt Kriete of Engineering Surveys and Services who presented the parking lot plan for the board’s review.

Kriete presented alternatives for the width and number of parking lot stalls and the width of the parking aisle. In response to a question, he recommended putting in the maximum number of spaces, 44. The board discussed the cost of various surface options, including initial costs and maintenance costs. Kriete explained that asphalt can be resurfaced, but permeable pavers would have to be completely removed and replaced after a certain amount of time.

ACTION: Luebbert moved to include 44 parking spots and a 26-foot wide aisle in the design of the parking lot at Garth and Walnut. Sievert seconded the motion.

Some board members expressed the opinion that the size of the current parking stalls is too small and would prefer larger stalls in the new lot for patron convenience. Carr confirmed that the new lot would be used by staff, so there won’t be as much movement in and out of the spaces. In response to a question, Carr confirmed that there are more than 44 staff members working at any one time in the building, so there won’t be room for all staff to park in the new lot; some will still park in the existing north lot. The motion passed.

Kriete explained the requirements for fencing, saying that the library will be required by city ordinance to screen the north side of the lot with a privacy fence, and he proposes using the same style of fence that is in the north lot. He suggests including either a four-foot or six-foot wrought iron fence on the south and west sides of the new lot to provide visual security and to keep pedestrians from cutting through the lot. The board discussed the differences in cost between wrought iron, vinyl, and wood. Kriete said that vinyl is ½ to ¾ the cost of iron, and wood is nearly half the cost of vinyl, but wood must be maintained every year, and both the vinyl and wood are not nearly as sturdy as the iron. Barrett pointed out that the iron is less susceptible to vandalism, and it would also not block the view of the cars like wood or vinyl would, creating more visual security for the lot. The board discussed the fence height, with several members expressing the opinion that a six-foot fence would not be aesthetically pleasing, and a four-foot fence would be tall enough to discourage pedestrians from walking through. Robinson suggested that if iron were selected, perhaps a donation could be solicited to pay for some decorative iron work as part of the fence. Board members asked that pricing options for wrought iron and vinyl fencing be requested in the bid documents.
ACTION: Luebbert moved to include fencing at a height of four feet on the south and west sides of the parking lot at Garth and Walnut. Powell seconded the motion, and the motion passed.

Neil Pickett of CM Engineering reviewed a lighting plan for the lot, including lighting location, the use of spill light eliminators, and the ability to operate the lighting with a combination of photo cells and time clocks. Barrett said that the current plan does not show bollard lighting, but staff is considering adding bollards at the east end of the lot as an additional security measure.

In response to a question, Barrett confirmed that there will be library banners installed to demarcate the lot, with two on poles along Walnut and two along Garth. She said that the original cost projections for construction and maintenance of this lot included the cost of banners.

Tim Moloney of Rost Landscaping reviewed the proposed landscaping plan. He said that with the exception of using turf instead of groundcover, the design repeats the landscaping from the north lot. Using turf instead of groundcover reduces the initial cost by nearly $20,000. Barrett confirmed that the cost of a contract service to mow this turf was included in the original cost projections. Dellsperger asked for a third option to be brought to the board, with groundcover plants spaced farther apart to reduce the total number needed, and projected annual costs for mowing and maintaining turf compared to annual costs for maintaining groundcover beds.

Barrett reviewed the project schedule, saying that the bid documents would be issued July 20 and bids opened on August 13. Staff will report on the bids at the August 20 board meeting. Carr confirmed that the construction plans will go to the city for approval, but preliminary talks indicated that there shouldn’t be any issues.

Moloney reported that some of the pavers in the crosswalk at the Columbia building had settled. His firm will schedule a day to block off this area of the lot and reset the pavers at no additional cost to the library. He explained that the green wall along the ramp had suddenly gone brown, likely due to insects stripping the leaves. He said that the plants are still alive, and he is investigating how to address the problem.

Coffee Kiosk

Barrett reported that the library received one response to its RFP for coffee kiosk services. That response came from Dennis Nicks and did not meet the minimum requirements for experience or financing as outlined in the RFP. For this reason, staff did not feel they could recommend to the board acceptance of Mr. Nicks’ proposal. Nicks explained his interest in running the kiosk and his discussions with some part-time baristas who would be willing to help and with Skip DuCharme of Lakota. Nicks reported that DuCharme offered to help with training on the equipment and equipment and materials acquisition. Board members asked Nicks about his work experience, and he said that he did not have business management experience but had some food service experience. He said that with
the help of investors he thought could make an initial investment of $1,000 to $2,000 in the kiosk. Nicks thanked the board for its time and left the meeting.

Smith explained that staff does not recommend acceptance of Mr. Nicks’ proposal and asks to be authorized to negotiate directly with vendors for service options for the kiosk, with these options being brought back to the board for review. Some board members voiced an objection to library staff running the kiosk, and Barrett confirmed that this would be considered only as a last resort. Smith said he hoped that an agreement with another vendor would include additional revenue generating options, such as combining kiosk operations with an exclusive arrangement for catering board and other library-related meetings. In response to a question, Barrett said that the main benefit of having the kiosk in the library would be brand recognition for the vendor since we have over 2,000 visitors a day here. Baka suggested that an alternative to consider is working with the city’s C.A.R.E. program to provide small business experience to teens by having them work at the kiosk. Barrett noted that this would still require an investment in equipment. In response to a question, Smith said that the kiosk never met the income sales projections Lakota initially estimated. In response to a question, Carr said that she did not have a firm number of patron complaints about the kiosk being closed but had heard from some groups that meet here regularly and anecdotal evidence from staff of patron requests for this service.

ACTION: Powell moved to decline the proposal received in response to the library’s coffee kiosk service RFP, to direct staff to pursue other options for providing this service, and to bring those options to the board for review. Sievert seconded the motion.

Dellsperger expressed the opinion that staff should not spend too much time on finding a vendor for the kiosk and that the library could go without the coffee kiosk for several months to gauge patron need for the service. Richards pointed out that the library felt this service was important enough to include space for it in the library’s design. The motion passed.

Tagline – The board agreed to postpone discussion of library tagline options until its August meeting.

Gerding asked if there would be any objections to moving through the remaining agenda items and then holding the closed session at the end of the meeting. Hearing none, Gerding moved on to New Business.

New Business

There was no new business.
Public Comment

There was no public comment.

Staff Comments/Announcements

There were no staff comments.

Board Comments/Announcements

Recognition of Retiring Board Members - Gerding stepped aside as chair and Robinson presided over this portion of the meeting. Gerding stated that drafting a resolution for each retiring board member was a move away from the original intent of that practice, which was to honor those members who had served for a significant amount of time or otherwise acted as library advocates in some exceptional manner. Gerding proposed presenting retiring board members with signed certificates of thanks instead. She distributed sample certificates. Dellsperger suggested a bookmark engraved with the board member’s number of years of service, and Carr said staff would investigate this option. The board reached consensus to present certificates to retiring board members and suggested adding the new logo to the certificates.

In response to a question, Gerding said that committee assignments for the new board year were delayed by the late appointment of new board members and will be emailed at the beginning of next week.

Evaluation Committee


Staff left the room, and the board went into closed session at 9:04 p.m.

The board resumed in open session at 9:28 p.m. with all staff except Carr no longer in attendance. Sievert said the Evaluation Committee would need to meet in early August.

There being no further business to discuss, Gerding adjourned the meeting at 9:30 p.m.

Minutes recorded by Lauren Williams, DBRL staff

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Board Secretary