Call to Order, Roll Call, and Determination of Quorum

Gerding called the meeting to order at 7:34 p.m. Board members present were: Rosie Gerding, President; Julie Baka; Mary Ann Beahon; Susan Breyfogle; Bridget Canaday; Susan Daly; Linda Dellsperger; Tonya Hays-Martin; Jim Jones; Michael Luebbert, Warrant Officer; Patricia Powell; Tom Richards; MaryEllen Sievert; Jacob Thorne; and David Webber. Mary Fennel, Terry K. Higgins, David McDonald, and Jessica Robinson were absent.

Also present were Melissa Carr, Director; Elinor Barrett, Connie Bush, Kris Farris, Melanie Henry, Pat Kopp, Marilyn McLeod, Mike Mullett, Karen Neely, Jim Smith, and Lauren Williams, DBRL staff; Ken Hirlinger, Image Technologies; and Michael Hoffman, Datamax. Matt Kriete of Engineering Surveys and Services arrived at 8:30 p.m. and was present for the discussion of the parking lot construction bids.

Public Comment

There was no public comment.

Finance Committee

Preliminary CY 2010 Operating Budget – Luebbert reported that at its August 6th meeting the Finance Committee reviewed the Preliminary CY 2010 Operating Budget, and he explained that the purpose of the preliminary budget is to show the need for setting the library districts’ operating tax rates. The Finance Committee recommends acceptance of the Preliminary 2010 Operating Budget to each of the individual library district boards.

Revenues – Smith reviewed the one-page budget and supporting materials, beginning with the revenue section. He said total budgeted revenue is projected to decrease slightly from the CY 2009 budget because of not budgeting Athletes and Entertainers Tax and coffee kiosk revenue, as well as projecting a decrease in interest income. Property tax revenue is expected to increase slightly from the CY 2009 budget due to growth in assessed valuations. Smith added that property tax revenue is budgeted based on maintaining the current 2008 tax rates for 2009, even though the State Auditor’s Office calculation would allow Boone County and Columbia to increase their rates. He explained that staff is recommending maintaining current rates given the current economy, the implementation of new services, the fact that this is a one-time adjustment with no cumulative impact, and that this will not limit next year’s tax rate calculation. The State Auditor’s Office calculation for the Callaway County Library District does not allow for any change to that district’s rate.

Expenditures – Smith explained that the preliminary budget does not authorize staff to spend library funds; that authority is given only with approval of the final budget.
Salaries and Benefits increased 3% from the CY 2009 budget because of including placeholders for a 2% across-the-board raise for staff and for increases in benefits costs. Carr said that staff will put together more detailed information on salaries for the final budget recommendation.

The Library Materials budget increased from the 2009 budget to improve collections at all facilities. Smith clarified that when comparing the 2009 projected actual amount to the preliminary 2010 budget for this category, the amount of funds for Library Materials actually decreases because the 2010 budget does not include donation spending.

Smith stated that the General Operating budget decreased from 2009 due to needing fewer consultants, having less expensive copier maintenance agreements, and including fewer special requests from department managers. He added that this budget category will be further reviewed and might change for the final budget as staff work through goals for 2010.

Smith said that Buildings Operations and Maintenance is projected to increase four percent from the CY 2009 budget due to including placeholders for projected inflation in costs for utilities and maintenance.

Smith explained that the Contingency line item includes the impact of the implementation of the Strategic Plan as well as funds to offset grant and donation spending so that the budget is not exceeded in total. He added that in the final 2010 budget the $125,000 currently included in Contingency for the Strategic Plan implementation will be moved to the appropriate line items, such as Salaries and Benefits, General Operating, etc.

Smith stated that the library expects to receive $455,184 more revenue than it expects to expend from operation. This will offset the impact of the one-time capital expenditures to fund balance.

Smith explained that Capital Outlay decreased from the CY 2009 budget because 2009’s budget includes a one-time purchase of land and parking lot construction. The CY 2010 budget includes a placeholder for Furniture and Equipment replacement and some of the capital items that may be needed for the Strategic Plan implementation strategies. In response to a question, Smith stated that Capital Outlay includes the second portion of the payment for the replacement small bookmobile, which is estimated to be around $200,000.

*Fund Balance* – Smith stated that the projected fund balance is divided into four categories. No funds from these categories can be spent without a budget amendment. The first is for future capital improvements of buildings. This is estimated, based on the CM Engineering report for five years of capital needs, at $3,601,226. Future furniture and equipment is estimated for the replacement over the next five years of furniture and equipment already owned by the library. Smith stated that the amount for implementation of the Strategic Plan will likely change for the final budget after the
board has determined the implementation plans for 2010. Smith added that the funds in
the restricted category are not designated for any specific purpose.

Public Comment – There was no public comment on the Preliminary CY 2010 DBRL
Operating Budget.

Copy Machine Bids – Luebbert reported that the Finance Committee heard a report from
staff on the bids received in response to the library’s copier request for proposals.

ACTION: The Finance Committee recommends that the DBRL Board of Trustees accept
the Data Comm bid for: seven black and white public/staff copiers; one
administration black and white copier; and three color public copies, with one
to be placed at each facility.

In response to a question, Smith said that all copiers are on the same replacement cycle
because vendors give bulk pricing when the library buys several copiers at once, resulting
in cost savings for the library. Ken Hirlinger of Image Technologies and Michael
Hoffman of Datamax, both of whom submitted bids, were given the opportunity to speak.

The motion to accept Data Comm’s bid for copiers passed. Hirlinger and Hoffman left
the meeting.

Coffee Kiosk Proposal – Carr said that the library is communicating with a local,
established coffee shop that is interested in submitting a proposal for providing coffee
kiosk services at the CPL. Staff hopes to receive the proposal prior to the board’s
September meeting.

Approval of Minutes

Gerding asked for corrections or changes to the minutes of July 16, 2009. Hearing none,
she declared the minutes approved as written.

Monthly Reports

Financial Report – Smith stated that on page seven of the July report, under number one
in the liabilities section, the reference to the direct deposit should read “a bank-returned
direct deposit.”

Service Report – Carr reported that the Summer Reading program was a big success, with
total participants exceeding last year’s total. She said that the 50th anniversary challenge
is also receiving a good response from patrons. She highlighted the increase in wireless
access use at the Callaway branch in particular, as media coverage and promotion of this
service has increased, including a mention in the mayor of Fulton’s newsletter.

Director’s Report – Carr said that at an upcoming meeting staff will report on the
library’s collection development policy and ongoing evaluation of the collection. She
explained that this and the other library policies will be presented to the board for review over the next three to four years, with the library’s circulation policies next on the schedule for review. She added that staff is currently working on a pandemic policy, which eventually will be brought to the board for review and approval. In response to a question, Carr said that staff has discussed having the library pay for employee flu shots, but the current practice is to make arrangements for Boone Hospital staff to come to the library and administer shots to employees for $20 - $25 each. She added that this year the library will be a location for the public to come get vaccinated.

Gerding asked that any board members interested in attending the Missouri Library Association’s annual conference let her know in writing as soon as possible.

In response to a question, Carr confirmed that the One Read author would be signing books at the CPL on September 17, but her lecture would be held at Launer Auditorium at Columbia College that same evening.

Recess to Individual Library District Board Meetings

Daly moved to recess to individual library district board meetings, and Dellsperger seconded the motion. The motion passed, and Gerding recessed the meeting at 8:10 p.m.

The DBRL Board meeting resumed at 8:25 p.m.

Report from Individual Library District Board Meetings

Boone County Library District – Dellsperger reported that the Boone County Board adopted the Preliminary CY 2010 DBRL Operating Budget and voted to maintain the district’s current operating tax rate of 29.86 cents per $100 of assessed valuation for 2009.

Callaway County Library District – Beahon reported that the Callaway County Board adopted the Preliminary CY 2010 DBRL Operating Budget. The board will vote on its tax rate at the August 27 meeting to be held at the Callaway County Public Library.

Columbia Library District – Webber reported that the Columbia Board adopted the Preliminary CY 2010 DBRL Operating Budget and voted to maintain the district’s current operating tax rate of 29.71 cents per $100 of assessed valuation for 2009. He added that the board also approved using DBRL Foundation funds in an amount not to exceed $1,500 to do a condition assessment of the sculpture “Cypher.”

Old Business

While waiting for Matt Kriete of Engineering Surveys and Services to arrive, Gerding moved to item 9.b. on the agenda.
DBRL Tagline – Gerding explained that the board had discussed potential taglines for the library on more than one occasion without developing a tagline of which the majority approved. She said that staff needed direction from the board on whether they should continue exploration of taglines or let the logo stand on its own for a while.

ACTION: Dellspenger moved to discontinue the DBRL tagline discussion for now. Powell seconded the motion.

Discussion followed and Baka suggested that if at some point staff members come up with more options to recommend, they can then bring them back to the board. The motion passed.

New Business

Barrett said that the CPL has been nominated for two Columbia Image Awards, sponsored by Columbia 360 and spearheaded by the Columbia Convention and Visitors Bureau. The awards are the Striking Structure Award and the Inspiration Award (for the sculpture “Cypher”). Gerding explained that the awards banquet is on September 10, the same evening as the next regularly scheduled DBRL Board meeting. She said that some board officers, Carr, and Barrett should attend, and suggested options for rescheduling the DBRL Board meeting. The board members present reached a consensus to start the September 10 DBRL Board meeting at 5:00 p.m.

Garth and Walnut Parking Lot Construction Bids

Carr reported that the bid opening for the parking lot construction bids was this morning, and she introduced Matt Kriete to review the results. Kriete stated that the overall costs of the bids ranged between $147,000 and $180,000, which is quite a bit under the projected budget for the project. He reviewed the items that accounted for this difference, including the cost of asphalt being half the cost of what Engineering Surveys and Services estimated it would be. He said that Steve and Associates of Fulton, Missouri is the lowest bidder and listed the other firms bidding. He said that Steve and Associates estimated that the project could be completed in 60 days with the exception of the light poles, which might take longer to install. Barrett added that the firm’s references were good and that it is a subcontractor for PCE and is doing work on the new elementary school among other projects, so they seem to be financially viable.

Kriete reviewed the fencing options in the bid for the south and west sides of the lot, saying that using wrought iron instead of vinyl added just $3,922 to the total cost of the project and would be more durable, less subject to vandalism, and lower maintenance than vinyl. He said that the privacy fence for the north side would be wood to match the privacy fence in the north lot. In response to a question, Barrett said staff recommended the wrought iron fencing.

ACTION: Luebbert moved to accept Steve and Associates’ bid for parking lot construction at north Garth and Walnut, to include a wooden fence along the
north side of the lot and a wrought iron fence on the south and west sides of the lot. Dellsperger seconded the motion, and the motion passed.

Barrett reviewed the landscaping options for the new lot, saying that planting groundcover at the recommended planting density to match the landscaping in the north lot would cost approximately $54,245.96. Using turf instead of ground cover would cost $35,670.86 initially, but its annual maintenance would be more costly than that of ground cover. Barrett said the third option of planting ground cover at more widely spaced intervals would cost approximately $47,596.86 due to greater quantities of mulch and soil amendments needed. She added that the library would recoup the cost of the groundcover versus the turf in 15-20 years, and she noted that groundcover is the more environmentally sound option due to its low maintenance.

ACTION: Sievert moved, Webber seconded, to select the original landscape plan for the parking lot at N. Garth and Walnut, including groundcover planted at the recommended density. The motion passed.

Public Comment

There was no public comment.

Staff Comments/Announcements

Farris mentioned that a film crew was using the CPL as a location for filming.

Board Comments/Announcements

Carr said that Williams would email the board August’s and September’s monthly activities for trustees.

Powell announced the pairings for the board buddy program.

Luebbert complimented the staff on the 50th anniversary banners hanging in the CPL lot, and Sievert noted the new signs indicating the patron drop-off and pick-up area.

Adjournment

Gerdinger adjourned the meeting at 8:58 p.m.

Minutes recorded by Lauren Williams, DBRL staff

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Board Secretary