Call to Order, Roll Call, and Determination of Quorum

Gerding called the meeting to order at 5:01 p.m. in the Virginia Young Room of the Columbia Public Library (CPL). Board members present were: Rosie Gerding, President; Julie Baka; Mary Ann Beahon; Bridget Canaday; Susan Daly; Mary Fennel; Tonya Hays-Martin; Jim Jones; Michael Luebbert, Warrant Officer; Patricia Powell; Tom Richards; MaryEllen Sievert; Jacob Thorne; and David Webber. Susan Breyfogle Linda Dellsperger, 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, Karen Neely, Jim Smith, and Lauren Williams, DBRL staff; and Chris Cottone, LaBrunerie Financial.

Public Comment

There was no public comment.

Approval of Minutes

Gerding asked for corrections or changes to the minutes of August 20, 2009. Hearing none, she declared the minutes approved as written.

Monthly Reports

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

Service Report – Carr pointed out the large increases in a number of the library’s usage statistics in August. She commented on an article in the St. Louis paper that reported a 7% increase in circulation and a 10% increase in Internet usage at that city’s libraries, so DBRL is at least in line with those increases.

Director’s Report – Carr thanked board members Gerding, Baka, and Canaday who recently led One Read book discussions. She reminded the board of the upcoming One Read author visit.

Carr reported that DBRL appeared recently in two national publications. Library Journal printed an article about community-wide reading programs that highlights our One Read program. Smart Libraries included a piece on Bibliocommons that mentions DBRL as preparing to adopt this technology.

Carr stated that at the March 2009 meeting, the board accepted the proposal for weekday cleaning of CPL from the low bidder, Varsity Contractors. At the time, the staff and board discussed the amount of the bid and concerns about Varsity’s ability to perform the
work satisfactorily for that amount of money. Melissa said that Russ Niermeyer, Manager of Buildings and Grounds, has made an effort to check the cleaning each day and to communicate our expectations for cleaning and necessary corrections, but Varsity Contractors’ performance has not been satisfactory. In August, staff gave Varsity Contractors the 30-day notice of termination per the terms of the contract. Carr said that as allowed by the library’s procurement policy, staff has contacted ISS, the second low bidder, and ISS will replace Varsity in mid-September at the rate bid in their original proposal.

Carr reported that Neely is in the process of developing the RFP for the bookmobile that will replace the library’s 1986 vehicle. Neely said that there are three national bookmobile vendors, and staff is reviewing the specifications of vehicles produced by all three. She explained that the library will consider vehicles under 26,000 pounds so that a commercial driver’s license will not be required to operate the bookmobile. She reviewed desired components and features of the replacement vehicle and said that the RFP will be issued on September 15 with responses due by October 13 so that staff can make a recommendation to the board at its October 15 meeting. Carr added that construction of the vehicle will take approximately eight months, so staff will have time to further develop the design and make decisions about what graphics might be printed on the sides. Neely confirmed that the vehicle will fit in the CPL’s garage.

**District Board Reports**

**Boone County Library District** – Powell referred to the written report provided in the packet and said that the Boone County Board asked staff to look at lease options in Ashland in the future.

**Callaway County Library District** – Beahon reported that at its August 27 meeting, the Callaway Board approved its operating tax rate. The board also discussed ways to promote the Callaway branch in the community and the proposed Callaway TIF.

**Committee Reports**

**Risk Management Committee** – Hays-Martin reported that the committee met on September 3 and approved the following motion.

**ACTION:** The Risk Management Committee recommends that the DBRL Board of Trustees accept the Sundvold Financial proposal to become the DBRL health insurance broker.

Hays-Martin said that the committee also heard a report from LaBrunerie Financial on the investment options offered to the DBRL staff as part of the new 401(k) plan and the projected timeline to complete the conversion.
Powell stated that staff did a tremendous amount of work evaluating the health insurance broker proposals and presented the information well. The motion to accept Sundvold’s proposal passed.

Gerding introduced Chris Cottone from Labrunerie Financial. Carr said that both the staff retirement committee and the DBRL Risk Management committee reviewed the proposed funds, and Gerding referred to the list of these funds on the back of the report from the committee. She said that LaBrunerie spent time mapping the funds available under the current Hartford plan to similar funds – or in some cases the same funds – available under the new plan. In response to a question regarding eligibility and participation, Henry said that employees become eligible after one year of employment and 1,000 hours worked. Buckner added that six or seven employees enrolled in the plan this year. Daly suggested considering making employees eligible to participate upon hire but making no employer match until after one year.

Old Business

Coffee Kiosk Update – Carr said that the vendor referred to at the last meeting has not submitted a proposal for operating the kiosk at the CPL. However, last week a number of people inquired about the kiosk, including the owners of a local food service business who are very interested in running the kiosk as a refreshment center. Carr said the library does not have a full proposal to evaluate at this time, but should a vendor with a viable proposal come forward, she would like to have permission to negotiate with the vendor in consultation with the board president. In response to a question about the library’s agreement with Lakota, Carr explained that the library charged Lakota $700 a month in rent, and Lakota sold coffee, pastries and snacks to library patrons and staff. She explained that in the staff’s view, this is a service and a convenience for our patrons and not expected to be a big revenue generator for the library.

ACTION: Richards moved to authorize the DBRL Board President and Director to enter into an agreement with a vendor for the CPL’s kiosk. Canaday seconded the motion.

Barrett explained that while the vendor would provide coffee and espresso, they would be promoting a wider variety of drinks and food items such as smoothies and soups. She said that the library would need to manage staff and patron expectations regarding this shift in focus.

The board discussed whether or not such an agreement would require the library to purchase the furniture and equipment from Lakota. Carr confirmed that the vendor expressing interest in operating the kiosk would want to use the equipment and counter, but Smith said he speculated the vendor could not afford to purchase the furniture and equipment at this time. In response to a question, Barrett said that the cost of the furniture and equipment is just under $8,000. Smith stated that if the library is not going to purchase these items, Lakota would remove them and sell them. Barrett confirmed that the library would then have to expend funds closing up the plumbing and existing
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electrical, repairing carpet, etc. The board considered whether or not it should purchase the furniture and equipment without a contract with a vendor to operate the kiosk. Richards pointed out that the lobby space was designed with this service in mind, and the cost of the furniture and equipment was a very small part of the library’s overall budget. He said he was hopeful the library could find a vendor. Thorne pointed out that the library will be expending funds either way, either for purchasing the items or for the repairs their removal will require.

The motion to authorize the DBRL Board President and Director to enter into an agreement with a vendor for the CPL’s kiosk passed.

**Lakota Furniture and Equipment** –
ACTION: Daly moved to authorize the purchase of kiosk furniture and equipment from Lakota at cost of up to $7,975 with the instruction that staff negotiate for the lowest price possible. Sievert seconded the motion. The motion passed

**New Business**

There was no new business to discuss.

**Public Comment**

There was no public comment.

**Staff Comments/Announcements**

Carr reminded the board that the October meeting will be at the Callaway County Public Library (CCPL) in Fulton.

**Board Comments/Announcements**

Gerding reminded the board of the trustee activities for September and October. For September, trustees are asked to carry library brochures, program guides, Cover to Cover, or any promotional product and distribute when appropriate. For October, each trustee should learn something new about the library he or she did not know or use a service he or she has not previously used.

Luebbert shared the positive experience of taking his father to visit and check out materials from the CCPL. Fennel said she recently brought her granddaughter to visit the Columbia building for the first time and she loved the sculpture. Powell said that many of her book club members were not aware that the library had a collection of large print materials, and Farris said that this service will be featured in the upcoming issue of *Your Library*. 
Evaluation Committee

Daly moved to go into closed session concerning matters of personnel as authorized under 610.021 (3) RSMo. Sievert seconded the motion. Vote on the motion was taken by roll call. Baka – yes, Beahon – yes, Canaday – yes, Daly – yes, Fennel – yes, Gerding – yes, Hays-Martin – yes, Jones – yes, Luebert – yes, Powell – yes, Richards – yes, Sievert – yes, Thorne – yes, Webber – yes. The motion passed.

The board went into closed session at 5:40 p.m. At this time all staff left the room.

The board resumed open session at 6:10 p.m.

Adjournment

There being no further business to discuss, Gerding adjourned the meeting at 6:11 p.m.

Minutes recorded by Lauren Williams, DBRL staff

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Board Secretary