Daniel Boone Regional Library
Minutes, Meeting of May 13, 2010

Call to Order, Roll Call, and Determination of Quorum

Gerding called the meeting to order at 6:00 p.m. in the Friends Room of the Callaway County Public Library (CCPL). Board members present were: Rosie Gerding, President; Julie Baka; Mary Ann Beahon; Susan Breyfogle; Susan Daly; Linda Dellsperger; Tonya Hays-Martin; Terry K. Higgins; Jim Jones; Michael Luebbert, Warrant Officer; Patricia Powell; Tom Richards; Jessica Robinson, Vice President/Secretary; MaryEllen Sievert; and David Webber. Bridget Canaday, Mary Fennel, David McDonald, and Jacob Thorne were absent.

Also present until the closed session portion of the meeting were Melissa Carr, Director; and Elinor Barrett, Connie Bush, Melanie Henry, Pat Kopp, Marilyn McLeod, Karen Neely, Greg Reeves, Mitzi St. John, Jim Smith, and Lauren Williams, DBRL staff.

Carr introduced staff and announced that Lauren Williams has accepted a position with DBRL as the library’s newest Public Services Librarian.

Public Comment

There was no public comment.

Board President Remarks

Gerding asked board members to introduce themselves. She then encouraged anyone interested in attending the ALA Annual Conference in Washington D.C. this June to contact her.

Approval of Minutes

Gerding asked for corrections or changes to the minutes from April 15, 2010. Hearing none, she declared the minutes approved as written.

Monthly Reports

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

Service Report – Carr commented that the small bookmobile’s circulation and visits have increased in a way that makes her very proud of staff. She said that in 2003 when it first started visiting some of the current regular stops, four or five children would visit. Since that time, the number and diversity of people using the bookmobile have increased significantly.

Robinson asked staff to determine if the increase in holds was due to more people using this service or if the same people were putting more items on hold. She stated that knowing this information would help when determining how to expand services. Carr said that we can look at these numbers, and she added that we track numbers of registered borrowers by zip code and
plan on seeing how these numbers increase in those communities where lockers are installed as part of our evaluation measures for this pilot project.

In response to a question, Neely explained that delivery services are small collections of materials delivered to retirement homes, jails, fire stations, shut ins, etc., and this number fluctuates as people move or pass away or as locations are added or discontinued.

The board discussed where the number of items checked out via the new lockers in Hallsville and Holts Summit would be reported. Carr stated that these would be part of the circulation statistics, but staff needs to work out how these will be broken out for reporting and evaluation purposes.

**Director’s Report** – Carr stated that staff has accomplished a lot in the past month, including the new ILL software installation and the completion of the new bookmobile. She congratulated Neely on the bookmobile’s design and announced that a ribbon-cutting for the new bookmobile will be held at Lunch in the Park on June 18 at noon. Carr announced other events and locations the bookmobile will visit this summer, and staff plans to begin services to childcare centers after Labor Day.

Carr congratulated Development Coordinator Rebecca Baughman Kerns on her first successful grant application and stated that the library will receive funds for a new self-check machine for the second floor of the CPL.

Carr shared librarian Patricia Miller’s report on the success of this year’s partnership with AARP to provide tax help to patrons. This year we added an additional session on Thursday evenings, and 14% more tax returns were filed from the library this year compared to last and over 1,200 returns were e-filed from the CPL.

Carr showed the board the library card holders that both children and adults signing up for Summer Reading will receive. She thanked all three Friends groups for funding the purchase of these giveaways. She also showed the grant-funded reusable mail bags, which the library will use for the “books by snail” portion of the Summer Reading program.

Carr reminded those board members with terms ending June 30 that they are all eligible for reappointment. Applications will be available through the appointing bodies’ web sites. She said that she and staff have created a brochure for prospective trustees outlining the role of the trustees, the time commitment and other information about the library system. She has talked to City of Columbia staff and staff at the Boone and Callaway County Commissioners’ offices, and they all want the link to the electronic version of this brochure on our web site, and some want hard copies as well.

In response to a question about the mobile version of OverDrive’s software, which allows audiobooks to be downloaded to mobile devices, Carr stated that the library’s web developer is creating a step-by-step detailed installation guide for patrons.
Committee Reports

Contract and Bylaws Committee – Robinson reported that the committee met on May 4 and is recommending one change to the DBRL Bylaws as indicated in the document included in the board packet. She stated that this change, presented tonight, will be voted on at the June meeting and requires a 2/3 vote of all members to be approved. There were no questions regarding the proposed change. Robinson said that in addition to reviewing the DBRL Contract and the DBRL Bylaws, the committee also reviewed the Trustee Responsibilities document and recommends a portion of that document, as presented in the packet, be adopted as policy.

ACTION: The Contract and Bylaws Committee recommends that page one of the DBRL Trustee Responsibilities document become a policy of the library and included in the new board member orientation.

Members expressed their support for creation of this policy and that they were pleased to see the duties of the board members so clearly outlined.

The motion passed.

Nominating Committee – Sievert presented the proposed slate of officers for the 2010-2011 board year:

- President: Jessica Robinson
- Vice President/Secretary: Mike Luebbert
- Warrant Officer: David Webber

Gerding stated that additional nominations could be made from the floor or emailed to Sievert. The board will vote on the slate of candidates at the June meeting.

Old Business

Hallsville Locker Site – Carr thanked Dellsperger for attending the focus group meeting with her and Barrett in Hallsville regarding potential sites for the library’s lockers. Carr explained that the group was made up of eight Hallsville residents suggested by the chamber of commerce, the city and our board member Susan Daly. All eight are very excited about the project and will be strong advocates for the library in Hallsville. As indicated in the written report, based on site evaluation and the feedback of the focus group, the staff recommends Ed’s Quik Stop as the location for the lockers. Carr said that Rhonda Daly, co-owner of the convenience store, is a reader and is very engaged with the project, and the store’s employees are also interested in helping people. She said that discussion with the focus group participants reiterated that the community perceives Ed and Rhonda as community-minded citizens and that people in Hallsville will think this is a good choice. Susan Daly stated that she is related to Ed and Rhonda Daly, so she will abstain from participating in this discussion.

Dellsperger and Carr commented on the other sites considered and why they are not recommended. Carr added that the Dalys have agreed to provide the Internet connection required for the lockers’ computer kiosk. Barrett stated that depending on the board’s action
tonight, staff will go to Hallsville tomorrow to mark the location for the book return and order the lockers early next week. Carr said that she anticipates the lockers will be installed by the end of August.

ACTION: Robinson moved, Dellsperger seconded, to approve Ed’s Quik Stop as the location for the library lockers and book drop pilot project in Hallsville. The motion passed with Daly abstaining.

In response to a question, Carr said that she assumed this pilot project would be evaluated after one year. She stated that St. John will be working on a marketing plan to promote the new service, and at the focus group meeting Hallsville residents suggested publicizing the lockers through the schools, chamber of commerce and the Optimist Club. They also suggested the library bring information to the Hallsville Heritage Days Festival in June. Daly suggested that Carr follow up with staff at city hall regarding the new email newsletter they are sending to residents. The library could also contact Jodie Jackson who covers the Hallsville area for the Tribune. Carr stated that she assumes the chamber of commerce will want to do a ribbon cutting ceremony.

In response to a question, Carr said that one potential location for lockers in Holts Summit did not pan out, so she needs to spend more time in that community.

New Business

Library Policy Review
ACTION:  Dellsperger moved, Powell seconded, approval of the Library Closing for Severe Weather and Unusual Circumstances policy as amended.

Beahon asked about the last sentence of the procedure which prohibits time being made up if the absence occurs on the last day of the library’s work week. Carr explained that this is required by federal law, which necessitates the establishment of a set work week to determine when payment of overtime would be required.

Some board members expressed concern that there is no time limit set on how long employees will continue to be paid for scheduled hours should library facilities have to be closed for an extended period of time. The destruction of a facility was given as an example. Barrett stated that employees would likely be put to work on recovery or salvage in this case. Richards stated that insurance policies contain business continuation coverage and suggested reviewing the library’s policy. After further discussion, Dellsperger and Powell withdrew the motion and second. Gerding asked staff to draft additional language to address situations requiring facilities to be closed for an extended period of time and to bring the policy back to the board for consideration.

Public Comment

There was no public comment.
Staff Comments/Announcements

Reeves showed the board the “reading rug” Callaway board member Mike Luebbert donated to the CCPL and thanked Luebbert for his generous donation.

Board Comments/Announcements

Possibility of Daytime Committee Meetings – Gerding stated that she was bringing this up for discussion at a board member’s request. She asked if members’ schedules would allow them to attend committee meetings during daytime hours, such as over the lunch hour. Some members stated that their jobs made this difficult, particularly if they have to travel from Callaway to Columbia for meetings. Others suggested that this could be up to each committee chair and that some daytime options could be sent when members are polled about their availability. In response to a question about participation in committee meetings by videoconference, Carr explained that we don’t have this technology available at the Callaway facility. Barrett said that staff could investigate whether any grants are available for purchasing this equipment.

May Trustee Activity – Gerding reminded the board that May’s activity is to tell one person about a library service with which they are not currently familiar. She said that this is a great opportunity to talk about OverDrive, the library’s databases or the new adult Summer Reading program.

Dellsperger shared a story about her niece’s husband’s touching reaction to visiting and using a public library. He emigrated from the Republic of Georgia where they do not have public libraries.

Sievert thanked staff for including the OCLC report in the board packet and suggested that this document be shared with our legislators.

Powell reported that she asked her book club members about their experiences with the new library catalog and all feedback was very positive.

Evaluation Committee

Organizational Objectives and Director’s Work Plan March – December 2010 – Higgins asked for any comments on the Work Plan. Gerding pointed out the fourteen items Carr has selected as priorities for the remainder of the year.

ACTION: The Evaluation Committee recommends acceptance of the 2010 Organizational Objectives and Director’s Work Plan. The motion passed.

Closed Session Concerning Matters of Personnel as Authorized Under 610.021(3) RSMo.
ACTION: Dellsperger moved, Powell 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. Baka – yes, Beahon – yes, Breyfogle – yes, Daly – yes, Dellsperger – yes, Gerding – yes, Hays-Martin – yes, Higgins – yes, Jones – yes, Luebbert – yes, Powell – yes, Richards – yes, Robinson
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– yes, Sievert – yes, Webber – yes. The motion passed, all staff left the meeting, and the board went into closed session at 7:05 p.m.

The meeting resumed in open session at 7:26 p.m.

**Director’s Compensation**

ACTION: Luebbert moved, Sievert seconded, to raise the director’s salary by 2%, or $2,300.

Discussion ensued regarding the desire by several members to give the director a larger salary increase, as her performance continues to be well above average.

Richards explained to the full board that the Evaluation Committee discussed having a formal director’s salary and benefits review undertaken before the next year. Gerding indicated that she had mentioned the issue to the director and that Carr felt her staff really could not fit this project in during the next several months. Carr had also indicated, however, that of course she would see that it got done if directed by the board to do so. Richards added that he had also visited with Carr about the study and that Carr had expressed an interest in having a review undertaken for all management level positions, not just the director.

Several members wondered if the intent was to increase the director’s benefits once the survey had been completed. Richards, Gerding and Higgins all indicated that this was the goal of the Evaluation Committee. Dellsperger suggested that the new Evaluation Committee coming in July 1 could take on this project, and several members expressed agreement.

The motion to raise the director’s salary by 2% passed unanimously.

It was then suggested that the board send a gift to the director, to further express their satisfaction with her performance. Sievert suggested sending an Edible Arrangement and the other members agreed with this suggestion, with all chipping in funds for the gift.

**Adjournment**

There being no further business to discuss, Gerding adjourned the meeting at 7:50 p.m.

Minutes recorded by Lauren Williams, DBRL Staff, and Rosie Gerding, DBRL Board President.

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Board Secretary