Call to Order, Roll Call, and Determination of Quorum

Gerding called the meeting to order at 6:05 p.m. in the Virginia Young Room of the Columbia Public Library. Board members present were: Rosie Gerding, President; Julie Baka; Mary Ann Beahon; Bridget Canaday; Susan Daly; Linda Dellsperger; Mary Fennel; Tonya Hays-Martin; Michael Luebbert, Warrant Officer; Patricia Powell; Tom Richards; Jessica Robinson, Vice President/Secretary; MaryEllen Sievert; and Jacob Thorne. Susan Breyfogle, Terry K. Higgins, Jim Jones, David McDonald, and David Webber were absent.

Also present were Melissa Carr, Director; and Elinor Barrett, Connie Bush, Pat Kopp, Marilyn McLeod, Karen Neely, Greg Reeves, Mitzi St. John, Jim Smith, and Lauren Williams, DBRL staff. Ross Kasmann, Engineering Surveys and Services, was present for the last portion of the meeting.

Gerding expressed her appreciation to the staff for their attendance at board meetings.

Public Comment

There was no public comment.

Board President Remarks

Gerding stated how much she appreciated the opportunity to be DBRL Board President over the past year and thanked the other board members for their support. She stated that this month marks the end of her second three-year term on the board, requiring her to decide whether to reapply to remain on the board. She reviewed some of the reasons for serving as a board member, including a commitment to the public, the democratic process and a belief in the importance of libraries to the community. She praised the board for being strong enough as a body to hear and discuss dissenting views and expressed her admiration for the library director and the staff. She concluded that it was an easy decision to reapply for another term on the board.

Approval of Minutes

Gerding asked for corrections or changes to the minutes from May 13, 2010. Hearing none, she declared the minutes approved as written.

Monthly Reports

Financial Report – In response to a question, Smith explained that electricity and water utilities are low in terms of percent of budget expended through the end of May, but this line item will increase during the summer months when there is higher use of these utilities. He added that there is lag time between actual utility use and when the library is billed for that use. Robinson asked if the library implementing efficiencies will change how we budget for the utilities lines,
and Smith explained that the library won’t see the impact right away because staff is still putting these initiatives in place. He said that staff is in the process of putting together the request for bids for the computer room HVAC system. Smith confirmed that utilities being under budget would not require the budget itself to be changed; the variance would simply be explained in the report.

**Service Report** – Carr corrected one item on the donations page of the report, stating that there was not a donation from the Columbia Friends this month, and instead there should be two donations listed from the Callaway Friends. One donation funded Summer Reading giveaways and the other donation was in honor of Greg Reeves, providing funds for him to use to select materials for the CCPL. Carr thanked the Callaway Friends for their generosity and support.

In response to a question about the increasing number of people placing holds and the total number of holds being placed, Carr clarified that patrons can place holds on any materials, including those available on the shelves. She said that based on patron comments, the ease with which items can be placed on hold accounts for much of this increase. Kopp added that the list printed each morning containing the items to be pulled from the shelves to fulfill holds continues to increase. She said many patrons access the catalog from home and place holds on items that are sitting on the shelves. Carr stated that the recently implemented daily deliveries among the branches has decreased the time it takes for holds to become available to patrons, and she has received a lot of positive comments from staff about the new delivery schedule.

**Director’s Report** – Carr reported that the state library approved the transfer of some of the summer program grant funds to the books by snail program. These funds had been allocated to open a Hallsville school media center during summer school, but that school district has canceled summer school. Neely said that 97 children requested books by mail during the first week of the program.

Carr reminded the board that committee volunteer forms are due by June 21 and can be filled out electronically on the trustee web site.

Carr related the story of a grandparent donating money for a children’s program to the library in honor of that grandchild’s birthday and said this donation would be on next month’s service report.

St. John explained the PR Department’s process of creating mini marketing plans to manage major events and programs, including targets, strategies, key messages and so on. She reviewed current and upcoming programs such as adult Summer Reading and One Read, and she described upcoming events promoting Bookmobile, Jr. and “Library-to-Go,” the locker system to be installed in Hallsville in August. Neely will provide interested board members with a tour of Bookmobile, Jr. immediately following tonight’s meeting.

**District Board Reports**

**Columbia Board** – Sievert stated that the Columbia Board met earlier in the evening and elected officers for the 2010-2011 year. David Webber is President, MaryEllen Sievert is Vice President, and Rosie Gerding is Secretary/Warrant Officer. The board also approved changing
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the checking account for the Building Fund into a money market account to reduce bank service fees.

Committee Reports

Contract and Bylaws Committee – Robinson stated that the change to the bylaws comes as a recommendation from the committee and was included in the board packet and reviewed at the previous board meeting. She said that amending the bylaws requires the approval of two-thirds of the board’s membership, which means that all present will have to vote in the affirmative.

ACTION: The Contract and Bylaws Committee recommends approval of the DBRL Bylaws as revised. The motion passed unanimously.

Nominating Committee – Sievert announced the slate of officers recommended by the Nominating Committee. There were no additional nominations from the floor.

ACTION: The Nominating Committee recommends the following slate of officers for the 2010-2011 board year.

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

The motion passed.

Old Business

Library Closing for Severe Weather and Unusual Circumstances – Carr said that the revised policy sent in the board packet included the addition of language to clarify its relation to short-term closings. As described in the accompanying memo, Diana Buckner reviewed with the insurance provider the library’s business interruption coverage.

ACTION: Powell moved to approve the Library Closing for Severe Weather and Unusual Circumstances Policy as revised. Hays-Martin seconded the motion and the motion passed.

In reference to the library’s income from the coffee kiosk mentioned in the memo, Dellsperger asked about the kiosk’s performance. Smith stated that business is holding steady, but average sales are less than what the Patels expected. Barrett added that since the weather got warm, the kiosk is not selling as much coffee. Smith confirmed that the library receives a percentage of sales, but this is capped at $400 per month.

New Business

Library Policy Review: Meeting Room Policy – Carr stated that staff members who deal with the meeting rooms reviewed the policy and recommended some changes, mainly clarifying language to make it clear that the board is not required to approve every meeting room request. The
procedures were also changed at staff request so that meetings are scheduled to begin 30 minutes after facilities open and end 10 minutes prior to each facility’s closing time. She stated that this gives the librarians a policy to use when dealing with groups attempting to enter the building early or stay past closing. She added that the public does not use our videoconferencing equipment very often, so this is why details regarding this service are included in the procedure section.

ACTION: Luebbert moved, Powell seconded, to approve the Meeting Room Policy as amended. The motion passed.

Test Proctoring Policy – Carr stated that staff members conducting this service are pleased with the policy as is and that it was included in the packet for the board’s reference as part of their ongoing policy review process. She added that there has been an increase in the use of this service, so staff may come to the board for changes in the future if needed. Board members asked if the library is in conflict with private businesses or individuals who provide this service. Carr stated that there is a long history of public libraries providing test proctoring services as part of their support of lifelong learning and helping adult learners. She said that as indicated in the policy, DBRL is careful not to proctor tests for students who already pay tuition to local institutions like Columbia College or MU because they can have their tests proctored at those schools. She said this service is helpful to long-distance learners taking courses from universities online, for example. Powell suggested that even though no changes are recommended, the board should take action on the policy to indicate that it has reviewed and approved it.

ACTION: Powell moved to approve the Test Proctoring Policy as written. Sievert seconded the motion and the motion passed.

Parking Lot Update – Kasmann arrived to give a report on the north staff parking lot. He explained that the latest delay is due to flooding in Nashville, which is where the contractor’s vendor for fencing material is located. The fence is due to arrive June 11, and it will take three days to install. After that, there is approximately one-and-a-half days of work left on the lot, including final grading, and then Rost can begin landscaping. He said that the latest schedule from Steve and Associates has them finished with their work on Friday, June 18.

Bridget Canaday left the meeting.

Kasmann discussed the reasons behind the ongoing delays besides weather, including the contractor’s management of the project and scheduling issues. He expressed frustration at the delays but said he did not have any concern with the quality of the work. Barrett reminded the board that Steve and Associates was the low bidder by a substantial margin, and staff did reference checks and saw no reason to recommend rejection of this lowest bid.

Date of Board Retreat – Gerding stated that staff suggests mid-September for the board’s annual retreat, and that one option is having the retreat on the night of the regular board meeting, September 16. Robinson added that having it in September rather than August allows new board members appointed in July a little more time to get familiar with the board. She suggested that staff send several date and time options to the board using the Doodle scheduling tool.
Carr said that staff is working on agenda items for the retreat and wants to make sure topics covered are useful and accomplish some of the board’s goals. Robinson asked board members to send topic ideas to her or Carr. In response to a question, Carr said that new board members should be appointed by early July.

**Public Comment**

There was no public comment.

**Staff Comments/Announcements**

Barrett said that the library’s Relay for Life team will be at the Rockbridge High School track Friday night into early Saturday morning for the relay event, and she invited board members to stop by the library staff’s booth.

**Board Comments/Announcements**

Gerding reminded the board that June’s trustee activity is to invite a family to participate in Summer Reading. Robinson pointed out that adults can now be invited too, with the launch of the new adult Summer Reading program this year.

Baka expressed her appreciation for the library’s commitment to become more bicycle friendly as described in the Director’s report.

Robinson stated that the Columbia Board members up for reappointment have all indicated that they will reapply, but Linda Dellsperger of the Boone County Board is not reapplying. The board thanked Dellsperger for her five years of dedicated service.

**Adjournment**

There being no further business to discuss, Gerding adjourned the meeting at 6:55 p.m.

Minutes recorded by Lauren Williams, DBRL staff.

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Board Secretary