Call to Order, Roll Call, and Determination of Quorum

Robinson called the meeting to order at 6:01 p.m. in the Virginia Young Room of the Columbia Public Library. Board members present were: Jessica Robinson, President; Julie Baka; Mary Ann Beahan; Susan Daly; Mary Fennel; Tonya Hays-Martin; Terry K. Higgins; Jim Jones; Michael Luebbert, Vice President/Secretary; and David Webber, Warrant Officer. Susan Breyfogle, Bridget Canaday, Rosie Gerding, David McDonald, Patricia Powell, Tom Richards, MaryEllen Sievert and Jacob Thorne were absent.

Also present were Director Melissa Carr and DBRL staff members Elinor Barrett, Amanda Burke, Connie Bush, Svetlana Grobman, Melanie Henry, Pat Kopp, Marilyn McLeod, Karen Neely, Greg Reeves, Mitzi St. John and Jim Smith. Ross Kasmann, Engineering Surveys and Services, was present for the first portion of the meeting.

Board President Remarks

Robinson thanked the board for electing her to serve as DBRL Board President. She noted that she recently traveled to Washington D.C. and visited the Library of Congress, which was inspiring. Robinson shared a quote by James Madison that adorns a wall of the Library’s Madison Building: “What spectacle can be more edifying or more seasonable, than that of liberty & learning, each leaning on the other for their mutual & surest support?”

Approval of Minutes

Robinson asked for corrections or changes to the minutes from June 10, 2010. Hearing none, she declared the minutes approved as written.

Old Business

Parking Lot Update – Discussion of this item was moved up on the agenda to accommodate Ross Kasmann of ESS. Kasmann stated that a Certificate of Substantial Completion would be filed on Friday, July 16, and the formal punch-list will be developed next week. The parking lot should be functional by mid-August. Kasmann requested that the board increase the amount of fees in the ESS contract by $3,000 for the reasons noted in the supplementary documentation (memo to DBRL Board of Trustees from Melissa Carr on 07/09/10).

ACTION: Higgins moved to accept a fee increase of up to $3,000 for the ESS contract related to completion of Parking Lot A. The motion was seconded by Fennel and passed. Webber abstained from the vote.

Robinson noted that it may be possible to recover some or all of the $3,000 by seeking liquidated damages from Steve and Associates for schedule overruns.

Kasmann left the meeting at this point.
Announcements

Carr welcomed new Executive Assistant Amanda Burke and introduced Librarian Svetlana Grobman.

Monthly Reports

Financial Report – There were no questions.

Service Report – Webber asked if library staff can distinguish between a hold a person puts on an item that is currently checked out versus a hold made for the convenience of having the item brought to the circulation desk. Kopp responded that the information is not available. Webber inquired why circulation numbers have increased while library visits are flat. Carr responded that there are several possible reasons. One reason may be that patrons are taking out more items at once. Robinson asked if the increased variety of formats available might be a factor. Bush answered that circulation staff have noticed that the number of holds placed at one time by individual patrons seems to have increased, but she does not know if it is related to the increased variety of formats. Barrett noted that people may be trying to plan their trips to the library more efficiently due to economic constraints. Hays-Martin posited that, for the same reason, people may be checking out books that, previously, they might have purchased.

Director’s Report – Carr noted an error on page two of the report: the number of people that staff had direct contact with on June 19 was 850, not 950. Baka volunteered for the OneRead discussion to be led by Board Members.

Carr announced that due to low sales, Café Mozaki is going to be closed on Sundays for the rest of July and all of August.

Carr asked the Board Members present to update their contact information, if applicable.

Reader’s Advisory – Carr announced that 45 staff members have completed Reader’s Advisory training. Neely presented a slideshow of the Southern Boone County Public Library and talked about changes staff have implemented to increase circulation. Changes include using wire and spinning racks, placing books and media face-out to show the cover artwork, adding end displays to shelving, re-stocking displays frequently, adding an “impulse point” display, getting patrons involved in selecting books to display or recommend, and using changeable signs to explain displays or collections. Neely noted that the circulation of many collections at this library rose dramatically after the Reader’s Advisory changes were implemented.

Grobman discussed Reader’s Advisory on-line and at the Columbia Public Library. She demonstrated links on the web site, such as the Books & More link under the Reference tab, where reading suggestions for an array of tastes can be found. In the building, themed displays are located in the lobby and on the second floor. A display on the second floor is tied to a monthly column in the Columbia Daily Tribune called “Literary Links”. Grobman distributed a printout of a recent column, as well as a list of topics covered by the column in the past seven
years. Ideas for the displays are generated by staff as they interact with patrons, informed by current events or seasons, or even inspired by books the staff believes to be overlooked.

**District Board Reports**

**Columbia Board** – Webber reported that the board did not have a quorum.

**Boone County Board** – Daly reported the new district officers:

- President: Susan Daly
- Vice President: Bridget Canaday
- Secretary: Pat Powell
- Warrant Officer: To Be Appointed

**Callaway County Board** – Fennel reported the new district officers:

- President: Mary Fennel
- Vice Pres./Secretary: Tonya Hays-Martin
- Warrant Officer: Mary Ann Beahon

**Old Business (Continued)**

**New Parking Lot** – Barrett noted that landscaping will be done later in the year, but staff may begin parking in the lot as soon as next month.

**Library To Go** – Barrett reported that installation at the Hallsville location is on schedule to take place in August. Kopp is working on the infrastructure that will link the library catalog and the new location. Staff is exploring a site that was volunteered for a Library To Go in Holts Summit. Carr added that a GIS map of library users is being developed to assist with placement of metro-area lockers.

**CPL Layout Changes** – Barrett announced that the Teen Collection will remain on the first floor and all of the long-term use computers will move to the second floor. Benefits of this change include giving non-print items on the first floor more space, centralizing long-term computers so patrons need only look in one area to find an available station, and allowing those users to work in a quieter location. Graphic novels are moving to the Genre Fiction area. ESL, Spanish-language materials and holiday-themed materials will be moved within the Non-Fiction Collection shelving area. These changes will be effected in August. Changing the layout in this manner will cause minimal disruption to patrons and minimal transfer of print materials, and will require no new signs or furniture.

**New Business**

**Library Policy Review: Code of Ethics, Public Disclosure** – Carr noted that state statute requires the policy be approved every two years. Webber asked if the policy was substantially different from the 2008 version, and Carr stated that only a staff member’s title had changed.

**ACTION:** Luebbert moved that the Code of Ethics, Public Disclosures Policy be adopted as revised. The motion was seconded by Higgins and passed unanimously.
Public Comment

Barrett brought comment on behalf of a patron who is disturbed by smokers near the CPL entrances. The patron suggested that staff move the ashtrays further from the building and post new signs to better enforce current policy. Robinson asked that the staff review the smoking policy at all three facilities and suggest changes to the board.

Staff Comments/Announcements

Carr asked for district representatives to sign warrants before leaving the meeting.

Board Comments/Announcements

Hays-Martin commended staff on the current displays, specifically mentioning the origami display. Also, upon entering the building today, she overheard a staff member providing excellent customer service to a patron.

Robinson reminded the board of the July Trustee Activity, which is to invite one person to participate in OneRead. She noted that it is not too late to get involved in the Summer Reading program.

Webber stated that his report on his experience at the ALA Conference will be included in next month’s packet. He attended workshops on surveys, the relevancy of e-books, and trends in library buildings (i.e. “repurposing” libraries). He also stopped by the Martin Luther King Jr. branch of the D.C. library system and noted that cutbacks appear to have affected their hours.

Higgins stated that the ALA Conference was the best she has attended. Her report will be included in next month’s packet.

Adjournment

There being no further business to discuss, Robinson adjourned the meeting at 7:23 p.m.

Minutes recorded by Amanda Burke, DBRL staff.