Call to Order, Roll Call and Determination of Quorum

Jessica Robinson called the meeting to order at 6:04 p.m. in the Friends Room of the Callaway County Public Library. Board members present were: Robinson, President; Julie Baka; Susan Breyfogle; Bridget Canaday; Susan Daly; Lyle Johnson; Mary Fennel; Tonya Hays-Martin; Jim Jones; Michael Luebbert, Vice President/Secretary; MaryEllen Sievert; Patricia Powell and David Webber, Warrant Officer. Mary Ann Beahon, Rosie Gerding, Terry K. Higgins, David McDonald and Tom Richards were absent.

Also present were Chris Cottone of LaBrunerie Financial; State Representative Chris Kelly; Southern Boone Library Focus Group members Jane Flink, Kit Salter, Bob Simpson and Dave Westhoff; and Director Melissa Carr and DBRL staff members Elinor Barrett, Amanda Burke, Connie Bush, Greg Reeves, Pat Kopp, Marilyn McLeod, Karen Neely, Jim Smith and Mitzi St. John.

Public Comment

Robinson asked and the Board gave approval to postpone Public Comment until all of the expected guests were present.

Board President Remarks

Robinson stated that former Trustee Linda Dellsberger was presented with an engraved bookmark in honor of her service on the Board, and a bookplate was placed in the library book of Dellsberger’s choice, as well. Dellsberger wrote the Board a lovely thank you card, which was passed around.

Robinson mentioned her recent experiences starting conversations with strangers about libraries. Her favorite fact to relay, currently, is that there are more public libraries in the U.S. than McDonald’s franchises.

Approval of Minutes

Robinson asked for corrections or changes to the minutes from September 16, 2010. Hearing none, she declared the minutes approved as written.

Monthly Reports

Financial Report – There were no questions.

Service Report – There were no questions.

Director’s Report – Carr reminded the Board that the Columbia Library District has an open seat. In the recent call for applications, the people who applied were all from the Boone County Library District. Staff will reach out to those applicants in an attempt to keep them involved with the library.

Carr reported that the new parking lot has been open for four weeks and is being well-utilized by staff. However, the entrance is darker than expected and staff believe more lights need to be installed to improve safety. Meyer Electric has quoted $11,615 for the project. The parking lot project came in under budget, and staff believe the amount required can be absorbed to correct this safety concern.
Boone County & Columbia Library Districts will be participating in potential tax abatement projects. The City of Columbia will soon be forming a TIFF commission, on which the Boone County Family Resources (BCFR), the Columbia Library District and the Downtown District share a vote. For this TIFF commission, the BCFR member will be the group’s voting representative. Webber will work with Carr to stay up-to-date on the commission’s work.

The BCLD Board will meet immediately following this meeting to discuss an amendment to the Boone County Chapter 100 Policy.

Smith entered the meeting.

Carr attended the MLA conference last week and found it a refreshing and positive experience. ALA President Roberta Steven’s breakfast speech was excellent, and DBRL’s Brandy Sanchez was elected Secretary of MLA. Patricia Miller and Judy Pruitt presented a poster about Delivering on Yes, which was very well regarded. Sievert stated that some vendors who were at MLA later went to the conference she was attending, and the vendors were upset about their out-of-the-way placement at MLA.

Referring to the Director’s Report, Hays-Martin asked what circumstances have changed in Harrisburg that negatively affected circulation. Carr responded that many of the home-schooling families have moved or are not using the Bookmobile for other reasons. In such a small population, small changes can have a large effect on statistics.

Jones inquired if Holts Summit Library-To-Go statistics will be kept separate from Hallsville Library-To-Go statistics in the Service Report, once Holts Summit’s system is installed. Carr said that the administrative staff will collect the stats separately and retain that information, but all Library-To-Go statistics will likely be reported on one line. Carr plans to report each site’s circulation levels in her Director’s Report for a few months after Holts Summit’s system is installed so Trustees can view and compare those numbers. The Service Report will be reviewed for efficiency and clarity in the next few months, and categories will be expanded, deleted or edited as necessary to make the report as useful as possible.

**Committee Meeting Reports**

**Risk Management** – Daly reported that the Risk Management committee reviewed the library’s investments and an investment-related library policy with Cottone on September 20, 2010. Cottone advised watching three particular funds closely. If a fund’s performance is seen to be poor over the next quarter or two, a Risk Management meeting can be called and the fund evaluated for retention or replacement. The committee agreed to recommend a change to policy 2-716 allowing up to 10% of total bond and balanced fund portfolios to consist of securities rated lower than investment grade (BBB). Cottone also noted that the benchmark “Lehman Aggregate Bond Index” should be changed to “Barclay’s Capital Aggregate Bond Index”. Finally, the committee was please to report that more than half of contributing DBRL employees are contributing at the highest matching rate, 6%.

ACTION: The recommendation came from the Risk Management Committee to accept policy 2-716 with changes as shown. The motion passed unanimously.

Daly noted that over half of DBRL investments are in a stable asset fund with a relatively low return on investment. She believes further staff training in diversification is warranted.
**Long Range Planning** – Fennel reported that the committee reviewed the 2011 Implementation Strategies and proposed changes to the document.

**ACTION:** The Long Range Planning Committee recommended the DBRL Board of Trustees accept the 2011 Implementation Strategies with changes as shown. The motion passed unanimously.

Luebbert noted that the Board respects the decisions of the committees and the work that has gone into making the recommendations.

Fennel reported that the Board and staff trust and would like to retain ETC Institute to perform DBRL’s upcoming surveys. However, to utilize ETC over the next several years like other contracted service providers, the Board would have to waive the requirements of the DBRL Procurement Policy. If the same company is utilized for the next few surveys, it will be easier to compare and contrast the resultant data.

**ACTION:** The Long Range Planning Committee recommended the DBRL Board of Trustees waive the DBRL Procurement Policy and contract with ETC Institute to provide survey services for five years.

Sievert asked the cost of the survey. Fennel responded that ETC will perform the 2011 survey for the same cost as the 2007 survey, $24,850. Fennel reviewed the proposed timeline for implementing the survey and noted that the committee reviewed potential categories for survey questions. If Trustees have any suggestions for survey categories or specific questions, they can contact Fennel or any other LRP Committee member. Hays-Martin asked if the library would have to issue an RFP if we did not pass the motion and contract with ETC. Carr said that was correct, and also that if ETC dramatically raised their fees in future years, DBRL would go back to the RFP process.

Bob Simpson entered the meeting.

**ACTION:** The motion passed unanimously.

Fennel thanked everyone who attended the LRP meeting and provided information.

**Public Comment**

Flink thanked the Board for the opportunity to present Southern Boone Library Focus Group’s proposal and introduced Simpson. Simpson described the Focus Group’s vision for a facility in Ashland with expanded space and services. He noted that an Ashland resident is offering a Lease/Purchase package that the group hopes the Board will consider. Simpson provided some demographics for southern Boone County and noted that the current library facility’s space and staff are already stretched, and Ashland continues to grow. Representative Kel-ly noted that he believes DBRL is the “greatest library in the universe” and he hopes the Board will do what they can to provide southern Boone County with a new facility. Salter pointed out that the printed materials distributed by the group include nine pages of letters of support. Board members were encouraged to contact Salter with any questions.

Robinson noted that the Board will be forming an ad hoc committee in early 2011 to study lease options for the Ashland facility, as outlined in the 2011 Implementation Strategies (1.g.). That committee will be composed of the entire Boone County Library District Board and a member from each of the other two library districts’ Boards.
Kelly, Flink, Salter, Simpson, Westhoff and Canaday left the meeting.

**Old Business**

There was no old business.

**New Business**

Smith reviewed the proposed changes to the Investments and Bank Accounts Policy (2-705). Sievert noted that the word “collateralization” is inserted on page three in a list of priorities, but is not one of the priorities listed on page one. Smith said that, as collateralization is part of the priority “Safety”, the word will be removed from page three. Sievert noted that the last sentence added under Reporting Methods (VIII.1.) is referring to a scenario in which DBRL is not participating in the Boone County and City of Columbia investment pools, whereas the rest of the paragraph is referring to methods in which DBRL *is* participating. Smith said he would divide the paragraph into appropriate subsections. Sievert asked staff to clarify how CCLD funds are invested and spent.

**ACTION:** Sievert moved to accept policy 2-705 with changes as discussed. Powell seconded the motion. The motion passed unanimously.

**Public Comment**

There were no members of the public present.

**Staff Comments/Announcements**

There were no staff comments/announcements.

**Board Comments/Announcements**

Fennel announced that the Friends of the Callaway County Public Library are having a book sale over the upcoming weekend. Carr asked Reeves to pass along the Board’s thanks for postponing their set-up until after the Board meeting.

Robinson reminded the Board of their October Trustee Activity, which is to learn something new about the library you did not know or to use a service you have not previously used. Robinson also suggested that Trustees wear their nametags in public to start a conversation about the library.

Powell said she told her book club about DBRL’s book club kits after learning about the resource, and her club thought it was a great idea.

**Adjournment**

There being no further business to discuss, Robinson adjourned the meeting at 7:00 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Mike Luebbert, Board Secretary