Daniel Boone Regional Library
Minutes, Meeting of November 11, 2010

Call to Order, Roll Call and Determination of Quorum

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

Director Melissa Carr and DBRL staff members Elinor Barrett, Amanda Burke, Melanie Henry, Pat Kopp, Marilyn McLeod, Karen Neely, Greg Reeves, Jim Smith and Mitzi St. John were in attendance. Also present were Catherine Martin of the Columbia Daily Tribune and guests from the Asian Affairs Center at the University of Missouri, including Research Associate Seungkwon You.

Public Comment

Dr. You introduced two visiting scholars from Korea and noted that the library is an appreciated resource for not only visiting academics but also their families. A monetary donation was presented to Carr and Robinson.

The gentlemen from the Asian Affairs Center left the meeting.

Board President Remarks

Robinson noted that the agenda has been adjusted so that Carr will give her remarks and then the floor will be opened to questions about any of the three monthly reports. It is hoped that this process will be more time-efficient than the previous process. Robinson also stated that, until further notice, an array of light refreshments will be provided at Board meetings. This will eliminate the need to solicit food orders and wait for deliveries, and should be less costly overall.

Approval of Minutes

Robinson asked for corrections or changes to the minutes from October 14, 2010. Hearing none, she declared the minutes approved as written.

Director’s Comments

Board Members have two opportunities to join staff in representing DBRL at upcoming community breakfasts on December 1 (The Mayor’s Appreciation Breakfast) and January 13 (The Columbia Values Diversity Celebration). Specific information will be emailed to Trustees and the library will register those who wish to attend.

Carr and Webber attended a Columbia TIF Commission meeting on November 8, at which the Commission discussed a developer’s proposal to demolish the Regency Hotel and build a more modern hotel. Les Wagner of Boone County Family Resources is representing the political subdivisions which include CPL.

Monthly Reports

Jones asked how the amount of Automotive Equipment is the same in 2010 as 2009, if Bookmobile Jr. was purchased in 2010. Smith replied that fixed assets won’t be added in until the end of 2010, at which time the line amount will change.
Committee Meeting Reports

Finance Management – Webber reported that the committee met on November 4 and reviewed in-depth the CY 2011 DBRL Operating Budget. Carr discussed the administrators’ philosophy of budgeting, which is to make careful and moderate expenditures to provide services that patrons need, expect and want, and also to maintain taxpayers’ investment in our facilities and services region-wide. Beginning in June each year, staff members review every budget item; no items are automatically carried over without scrutiny. The priorities are on-going operations, capital project expenses, and then one-time expenses. Even though revenue is projected to be the same as 2010, all of these priorities were able to be included in the 2011 budget. The Facility Review Plan keeps staff thinking about future capital projects that maintain existing facilities well in advance of their necessary implementation; therefore, these projects have been saved for in the Fund Balance. Also, staff members are very budget-conscious and take pride in their projects meeting or coming in under budget. Carr then turned the budget presentation over to Smith.

Smith noted that the budget was reviewed in detail with the Finance Committee so he would only discuss each budget category briefly. For the revenue section, Smith noted that overall property tax revenue is estimated to increase slightly in the next year, but will be offset by a decrease in state aid and interest income. Higgins asked what interest rate the library receives on its investments. Smith replied that the estimations he was advised to use as projections were as follows: Boone County investment pool, 1% return; City of Columbia investment pool, 3% return; Callaway County investment pool, 0.5% return.

For the Expenditures Section, Smith noted Salary and Fringe Benefits will increase for a two and one-half percent across-the-board raise, an increase in the health insurance premium and an increase in retirement expenditures. No new staff positions were added in the 2011 budget. After reviewing the other budget expenditure categories, Smith noted that the projected 2011 revenue covered all the operating expenditures, the on-going capital expenditures and all the one-time capital expenditures except for the Facility Assessment Report expenditures which the board has saved for over time. Smith finished with a discussion of fund balance and how amounts have been saved for the up-keep of facilities and the replacement of currently-owned furniture and equipment.

There were no comments from the public in attendance. The Board recessed to individual district Board meetings at 6:31 p.m. The regional Board meeting resumed at 6:50 p.m.

Daly reported that the Boone County Library District Board approved the CY 2011 DBRL Operating Budget.

Fennel reported that the Callaway County Library District Board approved the CY 2011 DBRL Operating Budget.

Webber reported that the Columbia Library District Board approved the CY 2011 DBRL Operating Budget. Webber also noted that, during the CLD meeting earlier that evening, the CLD Board approved the CY 2011 CLD Debt Service Fund Budget.

Robinson closed the budget discussion by noting that staff members continually try to find ways to run the libraries more efficiently, and she handed out a memo describing some recent successful cost saving measures.

Long Range Planning – Fennel reported that the committee met on November 4 and reviewed the first draft of the 2011 Community Survey. Chris Tatham of ETC Institute, the firm that will administer and calculate results of the survey, was present. The entire Board will be asked to approve the survey in
January, which will be posted on the Trustee website as soon as possible. The survey will be conducted in February and the results will be presented in April.

**Old Business**

Robinson asked the Board to approve the charges to the Southern Boone County Facility Review and City-County Merger Ad Hoc Committees. She noted that there is no official format for this approval, but the Board's support is important to the success of these committees’ work.

**ACTION:** Canaday moved, Daly seconded acceptance of the charges to the Southern Boone County Facility Review and City-County Merger Ad Hoc Committees. The motion passed unanimously.

**New Business**

Staff have requested closing DBRL facilities on Sunday, July 3, 2011. This is consistent with past Sunday closures when a “Closed Holiday” fell on a Monday.

**ACTION:** Sievert moved, Hays-Martin seconded closing DBRL facilities on July 3, 2011. The motion passed unanimously.

Robinson stated that no further business would need to be addressed by the full Board before the new year.

**ACTION:** Daly moved, Sievert seconded cancelling the previously-scheduled December 16 Board meeting. The motion passed unanimously.

**Public Comment**

There were no comments from the public in attendance.

**Staff Comments/Announcements**

Carr thanked the Finance Committee for the hours they spent reviewing the budget. She also thanked the staff members who helped put the budget together.

**Board Comments/Announcements**

Hays-Martin thanked St. John for judging a Department of Mental Health poster contest that was held at CPL earlier in the month.

Gerding thanked Canaday for bringing a fruit platter and cookies to the meeting.

Robinson reminded the Board that their November Trustee Activity is to tell someone about the library service or materials they learned about as the October Trustee Activity. Higgins noted that she had recently informed a person that they could download audiobooks at the DBRL website.

**Adjournment**

There being no further business to discuss, Robinson adjourned the meeting at 6:59 p.m.

Minutes recorded by Amanda Burke, DBRL staff.