Call to Order, Roll Call and Determination of Quorum

Michael Luebbert called the meeting to order at 6:06 p.m. in the Virginia G. Young Room of the Columbia Public Library. Board members present were: Luebbert, Vice President/Secretary; Julie Baka; Susan Breyfogle; Bridget Canaday; Mary Fennel; Rosie Gerding; Philip Harrison; Tonya Hays-Martin; Terry K. Higgins; Jim Jones; Patricia Powell; Tom Richards; and David Webber, Warrant Officer. Mary Ann Beahon; Susan Daly; Lyle Johnson; David McDonald; Jessica Robinson, President; and MaryEllen Sievert were absent.

Director Melissa Carr and DBRL staff members Elinor Barrett, Amanda Burke, Melanie Henry, Pat Kopp, Marilyn McLeod, Karen Neely, Judy Pruitt, Jim Smith and Mitzi St. John were in attendance, as well as Catherine Martin of the Columbia Daily Tribune.

Public Comment

There was no comment from the public in attendance.

Board President Remarks

Luebbert thanked the Trustees for being present.

Approval of Minutes

Luebbert asked for corrections or changes to the minutes from January 13, 2011. Hearing none, he declared the minutes approved as written.

Director’s Comments

Weather-Related Closure: Carr reminded the Board that all DBRL facilities were closed on February 1 and 2 due to the blizzard. This is the first time DBRL has been closed region-wide for two days that anyone can remember.

Service Report & Addendum: Carr noted that the weather caused a delay in reporting the statistics, and the number of visits to bookmobiles was incorrect on the report that was emailed to Trustees. She distributed a new Service Report and analysis of the statistics.

2010 Southern Boone County Chamber of Commerce Awards: In late January, the Southern Boone County Public Library received the 2010 Business of the Year award. The Trustees joined Carr in congratulating and thanking Karen Neely, Tim Dollens and all of the dedicated staff members at SBCPL for providing outstanding service to Ashland and the surrounding communities.

CPL Friends of the Library Donation: The Friends raised $89,000 in 2010 and donated the entire amount in January.

IMLS Nomination: Senator Claire McCaskill has nominated DBRL for the National Medal for Museum and Library Service, which is presented by IMLS in Washington D.C. Mitzi St. John and Rebecca Baughman-Kerns are working on our application. In 2010, only five museums and five libraries received this award, so it is very prestigious. We are honored to be McCaskill’s nomination, especially considering the number of libraries in her legislative district.

Collections Development Grant: DBRL recently received a collections development grant of $2,000 to purchase health-related materials. This grant was submitted by Betsy Collins and Rebecca Baughman-Kerns.

Upcoming Committee Meetings: The next Finance Committee meeting will be February 24 at 5:30 p.m. in the VGY Room of CPL. The first Southern Boone County Facilities Review Committee
meeting is in the process of being set and will be announced via email as soon as possible. Carr thanked the committee members for submitting their availability on multiple dates so that as many members as possible can attend the first meeting.

Audio Collection – CDs: Carr introduced Pruitt, who is finishing her first year as the selection manager for CDs. The Audio Collection also includes Audiobooks and Playaways, which are selected by Sally Abromovich and Betsy Collins.

Pruitt told the Trustees that the CD collection is very eclectic, ranging from local singer-songwriters to orchestral recordings and the latest pop hits. The popular music often does not go back to the shelves, but is passed from patron to patron via the holds service. Pruitt said that patrons and staff members who are familiar with specific genres give her great recommendations for titles to add to the collection.

Pruitt stressed the overall popularity of the collection, stating that only 12 items that did not circulate in 2010; therefore, 99.9% of the 25,259 items in the collection circulated. The collection had a total circulation of 203,000 in 2010, which is an average of eight check-outs per CD. At least 60% of the collection is checked out at any one time.

In the past year, new shelving and signage have been added that make the CD collection easier to navigate. A new display unit will soon be added to highlight new and featured titles.

Gerding said that she has heard very positive remarks about this collection from her daughter and her daughter’s friends. Hays-Martin asked what amount is budgeted for this collection. Pruitt replied that the annual budget is approximately $100,000. Pruitt was thanked for her enlightening presentation.

Pruitt left the meeting.

Monthly Reports

Luebbert opened the floor for questions about the Financial, Service and Director’s Reports. There were no questions.

Committee Meeting Reports

Evaluation Committee: Richards reported that the committee met at 5:00 p.m. this evening and approved the timeline and questions for the 2011 Director’s Evaluation. The questions will be emailed to the Trustees within the next two weeks and will be due two weeks from that date. The committee will meet to discuss the results and then present their findings at the April Board Meeting. The committee will discuss the Director’s compensation after the evaluation is complete and bring a recommendation on compensation to the Board by the June meeting at the latest. Finally, the committee approved a motion to recommend to the DBRL Board of Trustees the acceptance of the 2011 Organizational Objectives and Director’s Work Plan.

ACTION: A motion came from the Evaluation Committee to accept the 2011 Organizational Objectives and Director’s Work Plan.

Carr noted that this document is the 2011 Implementation Strategies plus two recently-added goals, which are to formulate a plan for the coffee kiosk at CPL and to start a Dolly Parton’s Imagination Library in Callaway County.

ACTION: The motion passed unanimously.
Old Business

MLA Library Advocacy Day (LAD): Carr, Webber, Harrison, St. John and librarian Lauren Williams attended LAD in Jefferson City on Tuesday, February 8. Carr stated that she tried to take a newer librarian to LAD because they are enthusiastic and have great stories about providing library service to the patrons. During the day, the DBRL representatives met with five legislators to educate them on DBRL services and legislation that has an impact on library services. The group spoke informally with three legislators from the DBRL region at the buffet dinner. They asked the legislators to maintain state aid levels received in 2010 and to retain the MOREnet line item in case more substantial funding can be found in the future. The DBRL representatives stressed that library services are critical to the large number of people who are currently unemployed or who otherwise do not have access to books and computers. Carr also noted that Senator Mike Kehoe was very interested in the Holt Summit locker project and she hopes he will be involved in identifying a location for the installation.

Harrison stated that he found the process educational and was very impressed by the professionalism of the staff members who represented DBRL.

Webber added that there are a number of proposed bills that would make changes to current property tax laws, which could affect library operations.

Carr distributed documents that were given to legislators during LAD that summarize 2010 DBRL statistics and accomplishments, as well as the importance of library services in a poor economy and employment market.

Richards asked about the effect on the library of cuts to MOREnet. Carr replied that schools are experiencing larger fee increases than libraries at this point. However, if MOREnet did not exist, DBRL would have to find new providers for numerous services that are currently bundled by MOREnet and that would take significant staff time and likely cost more than the current service.

New Business

Architect for CCPL Roof: Luebbert referred the Trustees to the memo that was included in their packets. Smith added that the fees mentioned in the memo were outside estimates. If the project costs are lower, Kerry Renner’s fee percentage would be greater but the total costs would be lower. Smith reiterated that Renner has experience working with DBRL, CCPL and Missouri State Historic Preservation requirements. In response to a question from Richards, Smith said that the funds saved for this project are sufficient to cover repairs to the historic roof and the 1980s roof. To reduce costs, Renner is looking into reusing as many of the existing clay tiles as possible.

ACTION: Gerding moved, Canaday seconded accepting Kerry Renner’s proposal for architectural services to replace the CCPL roof. The motion passed unanimously.

Financial Policies

ACTION: Powell moved, Higgins seconded approving policies 2-708, 2-715 and 2-750 with the proposed revisions.

Smith discussed the changes to policy 2-708 (Mileage Reimbursement). The revised policy requires that staff check to see if a library vehicle is available before using their personal vehicle. Non-exempt staff would need to get approval from their manager before using their personal vehicle. The proposed revisions also clarify that, when a staff member or Trustee is using their personal vehicle for library-related business, the employee or Trustee’s personal insurance is the primary
coverage. Furthermore, the revised policy specifies which reimbursement forms to use in various situations and provides a chart of standard mileage for typical library routes.

Smith discussed changes to policy 2-715 (Cell Phones). Under the proposed revisions, the Director may authorize what staff members receive a cell phone for work use, rather than including a strict list of authorized positions in the policy. The revised policy also clarifies what supporting documentation may be required for reimbursement of personal cell phone charges and strongly discourages phone use (including texting) while operating library vehicles.

Smith discussed changes to policy 2-750 (Real Estate Acquisition). The revised policy clarifies what boards must vote to approve proceeding with negotiations, acquiring real property, and other actions related to the process.

Baka noted her surprise that the revised Cell Phones policy only ‘discourages’ texting while driving. After discussion, the Trustees agreed to revise the policy to expressly prohibit texting while operating library vehicles.

A wording change was suggested to clarify Section III (ADA Accessibility) of the Real Estate Acquisition policy and a typo was noted in Section IV.A.2.

Webber left the meeting.

ACTION: Powell and Higgins accepted the revised motion to approve policies 2-708, 2-715 and 2-750 with the proposed revisions and the recommended changes discussed. The motion passed unanimously.

Public Comment
There was no comment from the public in attendance.

Staff Comments/Announcements
There were no comments or announcements from the staff members in attendance.

Board Comments/Announcements
Higgins congratulated Richards on his new appointment as Treasurer of the UM System.

Luebbert reminded the Board that their February Trustee Activity is to attend a DBRL activity that is not Board-related.

Adjournment
There being no further business to discuss, Luebbert adjourned the meeting at 6:51 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Michael Luebbert, Board Secretary