Call to Order, Roll Call and Determination of Quorum

Jessica Robinson called the meeting to order at 6:02 p.m. in the Virginia G. Young Room of the Columbia Public Library. Board members present were: Mary Ann Beahon; Susan Breyfogle; Rosie Gerding; Philip Harrison; Tonya Hays-Martin; Terry K. Higgins; Jim Jones; Michael Luebbert, Vice President/Secretary; Patricia Powell; Robinson, President; and David Webber, Warrant Officer. Julie Baka, Bridget Canaday, Susan Daly, Mary Fennel, Lyle Johnson, David McDonald, Tom Richards and MaryEllen Sievert were absent.

Director Melissa Carr and DBRL staff members Elinor Barrett, Amanda Burke, Melanie Henry, Pat Kopp, Doyne McKenzie, Marilyn McLeod, Karen Neely, Greg Reeves, Jim Smith and Mitzi St. John were in attendance, as well as Steve Smith of Williams-Keepers.

Public Comment

There was no comment from the public in attendance.

Board President Remarks

Robinson asked the Trustees to discuss endowments to the library with their friends and family. Robinson also noted that, in the future, a donation of books will be made to DBRL in honor of Trustees or their loved ones who have experienced a significant life event. The current practice is to send flowers, but books will be a more lasting tribute and a more responsible use of library money.

Approval of Minutes

Robinson asked for corrections or changes to the minutes from February 10, 2011. Hearing none, she declared the minutes approved as written.

Finance Committee

Jim Smith introduced Steve Smith of Williams-Keepers. Steve Smith stated that he and his staff will begin the annual audit on March 21 and they expect to spend about five days on-site with library administrators. They will look at internal accounting controls and procedures solely in order to form an opinion on DBRL’s financial statements. He will present his findings at the April DBRL Board meeting.

Director’s Comments

Carr added context to the information in the financial report about the DBRL van that was in an accident. The insurance company would not provide coverage for the van after it was totaled, so they sent a check for its current value and took possession of the van. However, the replacement budget is only $6,000, so after staff research new transportation options the Board will be informed of the bids and may need to consider a budget amendment. Carr stated that DBRL employees travel many miles making deliveries and doing other library business, and it is cheaper in the long run to purchase a business vehicle than to reimburse staff members for driving their own vehicles.

The second floor of CCPL was rearranged this week and new computers were installed. If they haven’t done so already, Trustees will have the opportunity to view the new arrangement at the May Board meeting, which is to be held in Fulton.

Carr reminded Trustees that they should contact Jessica as soon as possible if they want to go to the annual ALA meeting. The opening session has been scheduled for 5:30 p.m. on Friday, so you can travel that day. Most programs will be completed Monday, and the closing session is Tuesday morning.
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**Monthly Reports**

Robinson opened the floor for questions about the Financial, Service and Director’s Reports. Webber asked why the February library tax revenue for Callaway County is so low compared to the year-to-date total. Smith responded that timing of the tax payments affects the amount reported, but he feels the amount is still appropriate for this time of year. The City of Columbia library tax revenue is lower due to protested railroad and utility taxes. Those funds, amounting to $124,079 for the library, may or may not be recouped later, depending on how that issue is resolved.

**Committee Meeting Reports**

Southern Boone County Facility Review Committee: Powell reported that the committee met on February 2 in Ashland. They reviewed the committee’s charge, discussed space needs and toured the current facility. The committee discussed the assumptions they are using, as well as the financial forecast. Several residents of southern Boone County were in attendance. Powell said that the committee will meet next in April to confirm the criteria that will be published in the RFP. The RFP will be issued by June 1, and the committee will reconvene in August to review the submitted options. The committee hopes to provide a recommendation to the full Board of Trustees in time to have it included in the 2012 Implementation Strategies and the 2012 Budget.

**Old Business**

There was no old business.

**New Business**

**Collection Development Plan:** Carr introduced McKenzie, who reviewed the evolution of the Plan and its current use. The Plan is based on the Board-approved Materials Selection Policy. It is both an internal document that guides staff in selecting for and weeding from particular areas, and an external document that informs the Board and the public about how staff make materials-selection decisions. The Plan also identifies the social, geographic and population characteristics of the DBRL region. Staff attempt to provide a range of materials that serve patrons of all ages with all types of needs and interests. McKenzie noted that selection is more centralized than in the past: previously, there were eighteen selectors, but now there are only six who are assigned to the areas of Adult Fiction, Adult Non-Fiction, Children’s, Reference, Periodicals and Audio/Visual. McKenzie demonstrated the Baker & Taylor (wholesale book distributor) website, where a selector may choose a title and order it in multiple formats. The selector can also designate titles’ intra-library destinations, such as CCPL or the Bookmobile, at the wholesaler’s website. In addition to purchasing from wholesalers, staff occasionally go through materials donated to the Friends and will integrate like-new and relevant materials into the collection.

Trustees inquired how the costs compare to retail and how staff decide how many copies to order. McKenzie responded that the library always receives a discounted cost that is far below retail. She stated that, in general, four copies of a title are ordered. However, only one copy of obscure or specialty titles is ordered, and it would not be unheard of for 50 copies of the most popular titles to be ordered.

McKenzie noted that staff keep an eye on emerging formats and analyze if and how the library should integrate new formats into the collection. She showed a ‘snapshot’ of circulation statistics from December 2010, noting which areas and sub-areas circulate more than expected and which do not circulate as much as expected. The expectation is that 20% of a collections area will be checked out at any one time. The new books in every genre have a much higher rate of circulation.
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Robinson asked what the library does with superfluous copies when demand for the title wanes. McKenzie said that copies are given to the Friends to sell, or Book Club Kits are created if enough copies of the same title are available.

**Financial Policies:** Smith stated that the wording in both policies was edited to provide more flexibility when necessary as well as update processes to reflect current practices.

**ACTION:** Powell moved, Gerding seconded approving policies 2-703 and 2-707 with the proposed revisions. The motion passed unanimously.

**April Board Meeting:** Robinson stated that the Board will receive feedback from the 2011 Community Survey at the April Board meeting. Some members of the Long Range Planning Committee cannot attend on the 14th, but could attend on the 21st. However, one fewer Trustee in total can attend on the 21st. Gerding asked if Chris Tatham from ETC can be present on April 21. Robinson said that Tatham prefers the 21st, but is obligated to be present if the meeting remains on April 14.

**ACTION:** Gerding moved, Powell seconded changing the next Board Meeting date from April 14 to April 21.

Webber stated that he was concerned about the precedent of changing a regional Board meeting date.

**ACTION:** The motion failed.

**Public Comment**

There was no comment from the public in attendance.

**Staff Comments/Announcements**

Carr wished Higgins a happy birthday and the room gave her a round of applause.

**Board Comments/Announcements**

Jones passed on compliments about CPL from a client who had spent a lot of time studying at the library during grad school.

Robinson stated that the Trustees’ Activity for March was to invite a guest to attend a Board function.

Robinson thanked the Trustees for turning in their evaluations of Carr, which were due March 4.

**Adjournment**

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

Minutes recorded by Amanda Burke, DBRL staff.

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Michael Luebbert, Board Secretary