Daniel Boone Regional Library  
Minutes, Meeting of May 12, 2011

Call to Order, Roll Call and Determination of Quorum  
Jessica Robinson called the meeting to order at 6:00 p.m. in the Council Chambers of the Fulton City Hall. Board members present were: Julie Baka; Mary Ann Beahon; Susan Breyfogle; Mary Fennel; Rosie Gerding; Tonya Hays-Martin; Terry K. Higgins; Lyle Johnson; Patricia Powell; Robinson, President; MaryEllen Sievert and David Webber, Warrant Officer. Bridget Canaday; Susan Daly; Philip Harrison; Jim Jones; Michael Luebbert, Vice-President/Secretary; David McDonald and Tom Richards were absent.

Director Melissa Carr and DBRL staff members Elinor Barrett, Amanda Burke, Melanie Henry, Patricia Miller, Karen Neely, Greg Reeves, Jim Smith and Lauren Williams were in attendance.

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

Approval of Minutes  
Robinson asked for corrections or changes to the minutes from April 14, 2011. Hearing none, she declared the minutes approved as written.

Director’s Comments  
Carr introduced Patricia Miller, the new Manager of Adult Services. Miller has worked at DBRL for 21 years. She has transitioned quickly into her new role and is doing an excellent job.

Carr also announced that Patrick Finney has accepted the position of Circulation Manager. Patrick is a native Missourian and has been the director of the Washington (Iowa) Public Library since 2000. Patrick’s first day here will be June 6, which is also the first day of Summer Reading!

The public reception for Marilyn McLeod on the occasion of her retirement is June 1 from 4:00-6:00 p.m. in the Friends Room of CPL. A card for Marilyn was passed around and signed by the Trustees. The Trustees agreed to purchase a book in honor of Marilyn’s service.

Carr reminded the Trustees that the CLD Board is expected to have one vacancy at the end of the Board Year. If any Trustee knows of someone who lives within the Columbia Library District who would be a valuable member of the Board and the person would like further information, she would be happy to meet or talk with them.

In anticipation of future Board Member orientation sessions, library staff have worked to create a Glossary of Terms that will assist new trustees in interpreting library-related acronyms and terminology. A second document explains each category of the Service Report in detail. Both of these documents will be distributed with the June packet of materials.

Carr introduced Williams, who is a librarian and co-chair of One Read, as well as a digital branch coordinator managing the new blog for adults, DBRL Next (http://next.dbrl.org/). The blog was created to help meet the Implementation Strategy goal of providing opportunities for lifelong learning. The blog’s posts will highlight materials, community events, services and other information of particular interest to our adult patrons, with a special section featuring information for those aged 50 and older. Williams demonstrated how to access and navigate the blog, and pointed out the different menu categories. Williams noted that the content is contributed by a dozen staff members who hold varied positions throughout the region. The blog format is easy to publish to and
quick to update, and all DBRL blogs are linked to the library’s Twitter feed so that new posts are automatically announced to 900+ followers. On average, she expects three articles per week to be posted. Adult Summer Reading will be managed through DBRL Next, allowing patrons an enhanced level of interaction with other readers throughout the program; the kick-off date is June 13. DBRL Next drew 659 unique visitors in the first month following its soft launch.

Williams also briefly demonstrated the video tutorials created by librarians Brandy Sanchez and Kirk Henley. The tutorials were recently added to the digital branch to give patrons another option for learning how to use our digital services, as well as to enhance staff members' abilities to provide instruction and guidance for the services. Currently, there are eight videos that address topics relating to the catalog and to eBook services.

**Monthly Reports**

Webber noted that tax revenue is down compared to 2010 in all three districts. Smith responded that revenues are currently lower in the Boone County and Columbia districts due to railroad and utility taxes being protested. In Callaway County, collections are down; however, the rate of collections does fluctuate throughout the course of a year. Staff will continue to monitor these revenue amounts, but Smith is not concerned at this time.

Robinson asked about the reference chat service mentioned in the Director’s report. Miller replied that the service is available Monday through Saturday from 10 a.m. to one hour before close. It is currently staffed by the person at the Periodicals desk. Carr stated that based on her discussions with other Directors of large libraries, we do not expect the service to be heavily utilized.

In response to a question, Carr said that staff will be monitoring the statistics to see if in-person visits continue to decline despite rising circulation numbers.

**Committee Meeting Reports**

**Nominating Committee:** Beahon reported that the DBRL Nominating Committee proposes the following slate of officers for the 2011-2012 Board Year:

- President: Mike Luebbert
- Vice President/Sec.: David Webber
- Warrant Officer: Lyle Johnson

No further nominations were proposed. Beahon noted that if the Trustees want to propose any nominations after this meeting, they can contact her personally or propose them from the floor at the June meeting. The vote will take place at the June meeting.

**Ad Hoc Southern Boone County Facility Review Committee:** Robinson noted that Canaday prepared a report, which was included in the packet of materials. Sievert noted that Paul Land’s participation in the meeting was very valuable and the specifications agreed upon are satisfactorily detailed. Carr reported that the RFP will be ready for distribution in early June. Robinson added that she is glad to hear of the continued participation by Southern Boone County residents.

**Evaluation Committee:** Robinson reported that the salary and benefits survey conducted by the third-party firm is complete and the results have been delivered to Richards. The committee will have a meeting to discuss the findings and may bring a recommendation to the June Board meeting. Richards will be meeting with legal counsel prior to the Board meeting to learn exactly which parts of the discussions at the Evaluation Committee and Board meetings must be or are recommended to be held in closed session.
Old Business

Purchase of Columbia Energy Center: Robinson reported that the proposal for the gradual phase-out of tax revenues was not presented to the City Council as expected. Carr will meet with city personnel next week to discuss options.

New Business

Voting Clarification: Higgins asked for clarification on voting via teleconference at board meetings. Robinson’s name was called and her vote recorded during the roll-call vote to go into closed session during the April 14 meeting, but she was present by phone. Staff agreed to research the matter and send a clarification to the Trustees.

Need for Contract and Bylaws Committee: Baka noted Bylaws Article VII provides that “Standing Committees shall meet at least once each year unless this requirement is waived by action of the Regional Board.” She added that the Contract and Bylaws were reviewed extensively one year ago. Prior to the meeting, Baka asked the committee members if they had any business that needed to be dispatched by the end of the Board Year, and no critical issues were brought forward.

ACTION: Higgins moved, Powell seconded waiving the requirement that each committee meet at least once each Board Year so that the Contract & Bylaws Committee does not have to meet before July. The motion passed.

Vehicle Purchases: Smith stated that, according to DBRL policy, staff take quotes when pricing vehicles because dealers cannot hold prices long enough to complete a formal bid process. He acknowledged the reference librarians’ assistance in researching vehicles through Consumer Reports. Staff test-drove the two vans with the lowest quoted prices and recommend the 2011 Dodge Caravan Express from University Chrysler, as that vehicle has more safety features.

Gerding asked if any insurance money was received that will offset the cost of the new van. Staff reported that approximately $2,000 was remitted to DBRL after the 1999 van was declared totaled. Carr reminded the Board that a grant has been applied for through the Green Foundation for the purchase price of this replacement vehicle.

ACTION: Gerding moved, Sievert seconded authorizing the purchase of the 2011 Dodge Caravan Express. The motion passed.

Regarding the purchase of a box truck, Smith noted that the 2011 Budget included $43,500 for this purpose. He reviewed quotes for this vehicle and explained that the library should be able to purchase a single-axle truck, which can run on gasoline (currently cheaper than diesel fuel) and has fewer tires to maintain. Staff recommend the gas-powered 2011 Ford E Series truck from Joe Machens.

ACTION: Powell moved, Hays-Martin seconded authorizing the purchase of the 2011 Ford E Series truck, not to exceed $30,328.

In response to a question, Smith clarified that all of the quoted vehicles on the memo he distributed are 2011 models. He added that the library would likely take delivery of the vehicle 2-3 weeks after it is ordered. Johnson asked how much lifts cost, and Smith answered that they cost $3,000-5,000, but this cost is figured into the prices on the memo. Smith also stated that Joe Machens was able to give the library a discount via that dealership’s state contract for this type of vehicle.
Robinson asked about the timeline for installing the metro book drops, which will be serviced by this box truck. Carr replied that staff have toured potential sites and will soon issue a letter to area grocery stores, convenience stores, banks and real estate development companies. Barrett noted that the new Circulation Manager will be involved in the project.

**ACTION:** The motion passed.

**CPL South Parking Lot Repairs:** Smith reported that the past winter was especially hard on the south parking lot and asked the Trustees to approve adding repairs to the south parking lot to this year’s project list. If the addition of the project is approved, he asked that the Board approve waiving the Procurement Policy so that DBRL can directly approach Engineering Surveys and Services (ESS) with this project rather than issuing an RFP. According to state statute, engineering service bids are evaluated on qualifications, and the staff know that ESS has the most experience working with this specific lot and the unique soil conditions existing under the parking lot. Therefore, a bid process would likely return the same result. If an agreement with ESS cannot be reached, the staff’s next choice would be Allstate Engineering, a firm that has also worked on the south parking lot in the past.

Barrett noted that ESS was responsible for soils and materials testing for the Columbia expansion project, so they did all of the testing for the original concrete on that lot.

Gerding asked why an engineering firm is needed to repair the parking lot. Smith noted that the project is anticipated to be bigger in scope than simply patching the surfacing; the engineering firm will advise DBRL on what materials to use and how much of the lot needs to be repaired. Johnson asked for further information about the soil conditions, and Barrett stated that Larry Hendren from ESS had explained during past soil testing that the conditions along Broadway are some of the most varied and complex in the county. Therefore, the potential for shifting must always be assessed.

Beahon asked if today’s outage at CCPL requires consideration of air conditioning repairs. Smith and Barrett answered that the motor for the cooling tower required replacement. It was already ordered and had arrived, but installation wasn’t completed prior to this meeting.

Baka asked if it would be appropriate to look at improving the flow of the parking lot while the Board is discussing repairs. In response to a suggestion to switch the exit and entrance, Barrett responded that the bookmobiles and delivery vehicles cannot use the current exit ramp, due to its narrowness and angle. She also noted that Allstate Engineering did a “traffic calming” study of the parking lot a few years ago and it was determined at that time that there are very few options to improve the flow that did not require a further reduction in the number of parking spaces. Barrett noted that it is her understanding that the library has always told the neighborhood residents that it would not configure the parking lot in such a way that traffic is directed onto Crestmere Avenue. Powell suggested that the exit be widened and straightened during the repair project. Webber agreed that the parking lot surface is damaged and needs to be repaired. He added that the current flow is unsafe to patrons crossing between the library entrance and the parking spaces. Johnson asked if it would be possible to direct all foot traffic up the ramp and close off the stairs; Carr replied that this possibility was raised during one of the previous Board discussions. Beahon asked how long the parking lot would be closed to make the intended repairs, and Smith estimated the project as currently envisioned would take at least one week, but he could not be more exact. Gerding asked the staff to be cautious with their terminology and not call the work ‘repairs’ if the whole parking lot is to be torn up and replaced.
Robinson asked if the engineer’s suggestions will come back to the Board for final approval before the work is done, and Smith said that they would. Barrett and Carr clarified that if this became a project of a different scope than expected, a different engineer might be required and the project cost would likely be higher than currently expected.

The Board discussed the helpfulness of painted arrows to guide traffic flow.

**ACTION:** Higgins moved, Sievert seconded authorizing the addition of a south parking lot project to this year’s list of projects.

**ACTION:** Webber moved, Baka seconded amending the motion to include the consideration to redesign the south parking lot.

Carr noted that the timeframe for the project could be significantly altered if it became a redesign. Currently, staff hope to have the parking lot repaired during August 2011. In response to a question, Barrett explained that there is less traffic in the parking lot during early August, before school begins. Smith added that Allstate Engineering would be approached before ESS if the project became a redesign project. Barrett suggested that the staff show the current board the ideas that were considered during the previous “traffic calming” study. Webber stated that patron safety is a higher priority than seasonal convenience.

**ACTION:** The amendment passes.

Robinson asked about the impact on the project timeframe if the board wanted to pursue a parking lot redesign; Barrett responded that she didn’t think the area in need of repair could be fixed in 2011. Johnson asked for clarification of the current issues, and Barrett stated that there are several areas where tripping hazards are a potential liability. Barrett added that although the parking lot is very busy, complaints about the south parking lot have diminished significantly since the last redesign. Furthermore, staff anticipated comments about the lot in the recent community survey and noted there were none.

**ACTION:** Higgins called the question. There was not a two-thirds approval to call the question.

**ACTION:** The motion passed to authorize adding a south parking lot project, including the consideration to redesign the parking lot, to this year’s list of projects.

In light of the previous motion, Smith clarified that Allstate Engineering would be approached first if the project became a redesign project, but it is possible that ESS could still be involved.

**ACTION:** Higgins moved, Beahon seconded authorizing waiving the Procurement Policy so that staff can negotiate directly with the appropriate engineers regarding the south parking lot project. The motion passed.

**Financial Policies:** Smith introduced the policies under review and noted what changes are suggested by staff. Gerding questioned the removal of the adjective ‘Personal’ from the title and text of Policy 2-711. The Board discussed alternate wording to clarify that the policy does not deal with real estate. Robinson suggested that the staff bring a re-edited draft to the next meeting.

**ACTION:** Fennel moved, Sievert seconded approving Policies 2-702 (Capital Outlays) and 2-775 (Gifts) with the suggested edits. The motion passed.

**Public Comment**

There was no comment from the public in attendance.
Staff Comments/Announcements

Carr noted that this meeting had been moved to the Fulton City Hall late in the afternoon due to the temporary lack of air conditioning at CCPL. A notice was posted at the original meeting location, but the circumstances made it impossible to give the Trustees or the public the recommended twenty-four hours notice. Carr extended her thanks to the employees of the City of Fulton who were very helpful and accommodating.

Board Comments/Announcements

Webber asked if a separate meeting should be held to discuss the CPL south parking lot. Carr responded that staff will communicate with the board about this issue as soon as possible.

Sievert reported that she had informally received “tremendous” positive feedback about DBRL’s website.

Baka reported that the CLD Nominating Committee met and would present the following slate of officers at the next district meeting:

- President: Rosie Gerding
- Vice President: Julie Baka
- Sec./Warrant Officer: Jim Jones

Powell said that she is still receiving positive feedback regarding Brandy Sanchez’s presentation to the Boone County Retired Teachers. Carr added that several staff members are prepared to speak in the community about library events and services and Trustees should contact Mitzi if they are interested in scheduling a speaker. Robinson noted that the “communications blueprint” encourages Trustees to contact civic organizations and let them know the library has volunteers available who can make presentations about library services.

Carr announced that the One Read title will be revealed on May 23.

Robinson stated that the Trustees’ Activity for May is to tell one person about a library service with which they are not currently familiar.

Adjournment

There being no further business to discuss, Robinson adjourned the meeting at 7:33 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

____________________________________
Michael Luebbert, Board Secretary