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: Julie Baka; Mary Ann Beahon; Bridget Canaday; Susan Daly; Mary Fennel; Philip Harrison; Tonya Hays-Martin; Lyle Johnson; Jim Jones; Michael Luebbert, Vice-President/Secretary; Patricia Powell; Tom Richards; Robinson, President; MaryEllen Sievert and David Webber, Warrant Officer. Susan Breyfogle, Rosie Gerding, Terry K. Higgins and David McDonald were absent.

Director Melissa Carr and DBRL staff members Elinor Barrett, Amanda Burke, Patrick Finney, Melanie Henry, Pat Kopp, Patricia Miller, Jim Smith and Mitzi St. John 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 May 12, 2011. Hearing none, she declared the minutes approved as written.

Director’s Comments
Carr introduced Circulation Manager Patrick Finney, who began work at DBRL on June 6. She reintroduced Patricia Miller, Adult Services Librarian, for those who were not in attendance at the May board meeting.

Carr reminded the Trustees that a Committee Preference form was in their packets. It is due back on June 23.

Beahon, Luebbert, Powell, Sievert and Webber have all been reappointed or will be shortly and begin new terms in July. The CLD will be getting one new Trustee in July, as McDonald did not re-apply for his seat. Carr will notify the full Board when the new Trustee is named.

Carr distributed printouts of the Glossary that was emailed to the Trustees for their review. She welcomed feedback on the document.

On Monday, Barrett and Carr will meet with Robbie Ketchum, new owner of the convenience store in Hallsville where our Library-To-Go is located.

Monthly Reports
Webber asked about the circulation of the Library-To-Go. Carr responded that the current month’s circulation is 495, which is an average monthly circulation for the service. Barrett noted that, per Kopp, there were over 80 unique users of the service in May.

District Board Reports
Webber stated that the CLD Board met prior to the current meeting and discussed safety and traffic flow in the south parking lot. Wes Bolton from Allstate Engineering was present to answer engineering-related questions during the discussion. A motion was passed to request Allstate Engineering to return with a short list of potential safety and traffic-flow improvements, including estimated costs. The planned parking lot resurfacing project will be postponed until a course of action is decided based on Allstate Engineering’s report.
Carr added that the CLD will make a recommendation to the DBRL Board if they endorse taking any action after reviewing Allstate Engineering’s report.

Webber reported that the CLD elected the following officers for the 2011-2012 Board Year:
- President: Rosie Gerding
- Vice President: Julie Baka
- Sec./Warrant Officer: Jim Jones

**Committee Meeting Reports**

**Nominating Committee**: Beahon presented 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.

**ACTION**: The slate comes as a recommendation from the committee and does not need a second. The motion passed.

**Old Business**

**CPL Coffee Kiosk**: Barrett outlined potential service options ranging from a self-service coffeepot to buying a franchise. The trustees discussed the potential costs and benefits of the options, including staff time commitment. The trustees discussed methods of retaining control over quality service and quality products. Beahon asked how much a franchise costs, and Smith replied that a franchise can cost $10,000 to $200,000 with a required initial investment of $165,000 to $245,000. Hays-Martin asked if the library would receive a portion of the profit if vending machines were installed. Barrett answered that one option is to purchase a vending machine and contract for service and products; any profit after paying the cost of the machine and its service is retained by the machine’s owner. Jones asked what Health Department regulations would need to be followed if staff ran the kiosk, and Barrett replied that, in the past, kiosk workers have had to acquire Food Service licenses and the City inspected the kiosk monthly. Jones suggested the potential for liability relating to an unattended coffeepot. Barrett also suggested that such a service might be more time-consuming for staff than expected if the pot must be constantly refreshed. Luebbert noted that there are sales tax consequences for the library. Smith said that currently, DBRL pays sales tax when we buy items we sell (such as flash drives) and do not collect sales tax when we sell the items. However, if the quantity of retail items increases, the library will have to purchase items for resale and charge sales tax. Barrett noted that items currently sold at the Circulation Desk could be moved to the kiosk, alleviating some traffic to that desk. Hays-Martin asked if the Friends are interested in operating the kiosk. Barrett replied that the Friends had been asked to consider the option when this building was constructed, and felt they could not do it at that time. She did not know if they were interested now.

**ACTION**: Daly moved, Canaday seconded to direct staff to further research providing coffee and refreshment services at the existing kiosk managed and operated by library employees. The motion passed.

Barrett stated that staff will conduct research pursuant to this instruction and report to the trustees at an upcoming board meeting.
Financial Policies: Smith noted the changes that have been made to Policy 2-711 (Disposal of Property Assets) to clarify what are and what are not property assets.

ACTION: Luebbert moved, Sievert seconded accepting Policy 2-711 (Disposal of Property Assets) with the suggested changes. The motion passed.

New Business
There was no new business.

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

Staff Comments/Announcements
Robinson welcomed Finney to the staff.

Evaluation Committee

ACTION: Luebbert moved, Sievert seconded entering Closed Session concerning matters of personnel as authorized under 610.021(3) RSMo. Vote on the motion was taken by roll call: Baka – yes; Beahon – yes; Canaday – yes; Daly – yes; Fennel – yes; Harrison – yes; Hays-Martin – yes; Johnson – yes; Jones – yes; Luebbert – yes; Powell – yes; Richards – yes; Robinson – abstains; Sievert – yes; and Webber – yes. The motion passed.

The meeting resumed in open session at 7:10 p.m.

Richards, Evaluation Committee Chair, stated that the recommendation from the committee is in consideration of all available data and based on two primary objectives:

1. To offer the Director a fair, market-based compensation package that reflects her continued outstanding performance and her continued contributions to DBRL; and
2. Given her performance and overall value to DBRL, to design a package that would attempt to secure the services of the Director until her intended retirement.

ACTION: The recommendation comes from the Evaluation Committee and does not need a second. The recommendation is that the DBRL Board of Trustees approve the following compensation package for Director Melissa Carr, effective July 1, 2011:

A. Offer a multi-year employment contract that would run through a targeted retirement age of 65 (approximately 6 years).

B. Amend the contract to increase the required written notice for the Director to terminate the contract from 90 to 180 days.

C. Amend the contract to include a default annual salary increase for the duration of the contract, which shall be the same general rate of increase offered to staff as approved by the Board during the annual budgeting process. The rate of salary increase could still be modified by Board action, but if no action is taken, the default rate would apply. Effective July 1, 2011, the Director’s annual salary will reflect a merit increase of 2.50%, which was the same increase offered to staff in 2011.

D. Effective July 1, 2011, the Director’s annual salary will also be increased by $10,000, reflecting a market-based adjustment as suggested by the consultant’s findings and other considerations.
E. Amend the contract to increase the Director’s vacation allowance from 160 to 200 hours annually. The Director’s allowed carryover of vacation would also increase from 160 to 200 hours.

Powell thanked the committee for their work.

ACTION: The motion passed.

Board Comments/Announcements

Robinson reminded the group that the June Trustee Activity is to invite a family to participate in Summer Reading.

Luebbert noted that the Fulton Sun is providing lots of coverage to the library and related activities in both print and pictures. He appreciates how well they are covering the library and system. He also noted that the roof and AC repairs are moving along and that people are happy with library services.

Robinson thanked the group for the opportunity to serve as President and wished the new officers well in coming term.

Powell thanked Robinson for her service.

Adjournment

There being no further business to discuss, Robinson adjourned the meeting at 7:18 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Michael Luebbert, Board Secretary