Call to Order, Roll Call and Determination of Quorum

Mike Luebbert called the meeting to order at 6:00 p.m. in the Library Annex of the Southern Boone County Middle School. Board members present were: Julie Baka; Mary Ann Beahon; Susan Breyfogle; Bridget Canaday; Susan Daly; Mary Fennel; Rosie Gerding; Philip Harrison; Tonya Hays-Martin; Terry K. Higgins; Lyle Johnson, Warrant Officer; Jim Jones; Luebbert, President; Patricia Powell; Jessica Robinson and David Webber, Vice-President/Secretary. Lisa Groshong, Tom Richards and MaryEllen Sievert were absent.

Director Melissa Carr and DBRL staff members Elinor Barrett, Amanda Burke, Patrick Finney, Melanie Henry, Pat Kopf, Patricia Miller, Mike Mullett, Karen Neely, Russ Niermeyer, Greg Reeves, Jim Smith and Mitzi St. John were in attendance. Also present were Superintendent of Schools Charlotte Miller; Tom Porter, John Berendzen and Jay Berendzen of Porter & Associates, Architects; Paul Land of PLAZA Commercial Realty; Eric Fogle on behalf of McKinney Properties, LLC; Kit and Cathy Salter of Hartsburg; Nancy Nicholas of Ashland; Sharon Donley of Ashland; Amy Collette of Ashland; Patricia Dugan of Ashland; Jerry McKinney of Ashland; Bruce Wallace of the Boone County Journal; Roxanne Foster of the Columbia Missourian; Catherine Martin of the Columbia Daily Tribune; Alon Gilboa of KOMU and a cameraman from KRCG.

Public Comment

There was no comment from the members of the public in attendance.

Approval of Minutes

Luebbert asked for corrections or changes to the minutes from August 11, 2011. Hearing none, he declared the minutes approved as written.

Committee Reports

Ad Hoc Southern Boone County Facility Review: Canaday referred to the informational memo distributed in the trustees’ packet and asked for questions. Gerding asked if the library anticipates any difficulty in breaking the lease prior to August 2013, and Carr said that an option to terminate the lease in August 2012 already exists, so there should be no difficulty.

Carr reviewed the committee’s membership and progress to date. She reported that library staff met with Land and Gerald McKinney to clarify or improve some of the business aspects of the lease agreement, and the Ad Hoc Committee agreed with the changes and recommends the modified proposal to the board.

Land reviewed the items that were changed. The proposed rent started at $13.50 per square foot and incorporated 2% adjustments each year; however, the library prefers a fixed annual rate. Land said that the proposed rates are now $13.50 per square foot for the first three years, $13.75 per square foot for the next three years, and $14.25 per square foot for the last four years of the ten-year lease. This change essentially results in a savings for the library equal to $0.90 per square foot over the first ten years. The first five-year renewal option would be at a rate of $15.00 per square foot and the second five-year renewal option at $16.00 per square foot. The developer waived the requirement of one month’s rent for a security deposit. DBRL will pre-pay the first month’s rent upon execution of the lease contract. Both the library and the developer would like to place recycling bins on the lot.

The proposed commencement date was changed from August 1, 2012 to September 1, 2012, since the termination of the current lease will be official on August 31, 2012. If the new facility is completed earlier, DBRL could move in earlier if the current lessor will give the library a rent concession.
Daniel Boone Regional Library
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A non-appropriations clause was added to provide the option for the lessee to terminate the lease due to financial hardship with a penalty equal to four months’ rent. McKinney Properties will allow DBRL to sub-lease all or a portion of the building if the library’s needs change during their tenancy.

The cost of snow removal will be split 65/35 with the adjacent business that shares the proposed parking lot. The library will carry a larger portion of the cost as it will have more open hours in a week than the adjacent business. Parking lot maintenance would be split 50/50. Design changes to the parking lot were discussed, including the possibility of making the north drive a one-way exit.

Robinson asked about the timing for transitioning the SBCPL into the new building. Carr stated that McKinney Properties will give the library 30-40 days advanced occupancy to install fixtures and wiring. The staff plans to get the community involved in moving the library materials. Carr added that she and Canaday are discussing private fundraising to cover some of the expected one-time expenses associated with the new facility.

Johnson stated that, as Chair of the Finance Committee, he would like to reiterate that the proposed leased facility will result in approximately $100,000 of additional operating costs to DBRL each year. If revenues meet the most conservative projections, the Board will face difficult decisions when discussing future library projects.

Webber asked if the published drawing of the proposed facility’s exterior is what people can expect to see for the finished structure. Land replied that he believed the drawing was representative of the final product, although different exterior materials may be selected by the library. Jay Berendzen confirmed that the drawing is accurate, although the color of the brick may change.

Canaday gave the Ad Hoc Committee’s recommendation to approve accepting the McKinney Properties, LLC proposal with the revisions to the key points as discussed.

Luebbert noted that DBRL Policy 2-750 (Real Estate) states that a quorum of each of the individual library district boards must approve leasing a property prior to the completion of the contract.

Recess to Individual Library District Board Meetings
Luebbert declared a recess so that individual library boards could meet.

Reports from Recess

Boone County Library District: Daly reported that the BCLD unanimously approved accepting the McKinney Properties, LLC proposal with the revisions to the key points as discussed.

Callaway County Library District: Hays-Martin reported that the CCLD unanimously approved accepting the McKinney Properties, LLC proposal with the revisions to the key points as discussed.

Columbia Library District: Gerding reported that the CLD unanimously approved accepting the McKinney Properties, LLC proposal with the revisions to the key points as discussed.

The trustees and the public gave a celebratory round of applause. Both Luebbert and Land thanked the members of the Ad Hoc Committee and the staff for their work on this project.

Carr thanked the Ad Hoc Committee for their work over the year, and Land for providing valuable guidance to the library board and staff. Carr thanked the patrons of Boone County who contacted the library with feedback and came to meetings to support this endeavor.
Director’s Comments

Carr noted that a coding error resulted in the misreporting of the Library Programs and Attendance in this month’s Service Report and gave the correct totals. These numbers will be corrected in the parent spreadsheet, and next month’s cumulative statistics will incorporate the correct data.

Monthly Reports

Luebbert opened the floor for questions or comments about the Financial, Service and Director’s Reports.

Robinson stated that she is very impressed by the savings realized by the IT Department by utilizing a software donation program.

Gerding noted her amazement at the number of holds placed in August and asked how that affects Circulation staff day-to-day. Finney said that the number of holds increases over the weekend and wanes during the week. The department did have to increase the shelf space available for holds and the time allocated for staff to retrieve materials placed on hold. Carr said that the 2012 Implementation Strategies will address the increasing number of holds. In response to a question from Powell, Finney estimated that 15% of holds do not get picked up. Beahon expressed her enthusiasm for the holds system and its convenience to patrons.

Carr pointed out that this month completes a year of service for both the Library-To-Go in Hallsville and Bookmobile, Jr.’s visits to child care centers.

District Board Reports

Boone County Library District: Daly reported that the BCLD met on August 23 and voted to roll up the operating tax level from 29.86 to 30.01 cents per $100 of assessed valuation.

Callaway County Library District: Hays-Martin reported that the CCLD met on August 24 and voted to roll up the operating tax level from 19.54 to 19.58 cents per $100 of assessed valuation. The board also discussed ideas for increasing revenues and decreasing expenditures in that district.

Luebbert asked how much the tax increase will affect revenues, and Smith stated that it would generate a total increase in revenue of approximately $2,000.

Columbia Library District: Gerding reported that the CLD met on September 12 and discussed the CPL south parking lot. They reviewed several options for repairing the surface of the lot, as well as for decreasing traffic congestion and the potential for pedestrian-vehicle conflicts. The board and staff are continuing their research into the options. Gerding noted that no matter which plan, if any, is selected to address traffic flow and congestion, the surface of the lot must be repaired next year.

Committee Reports

Long-Range Planning: Webber reported that the committee met on August 18 and discussed the effect of the numerous 2011 Implementation Strategies that have been completed, as well as the potential facility project in Ashland. Next year will likely be used to assess the recently-introduced programs and projects, while carrying out fewer new, large-scale projects. The committee also discussed open hours at the libraries and could not find sufficient data to support a recommendation to increase open hours at this time.

Finance: Johnson reported that the committee met on September 12 and discussed the Cost Allocation Report and the potential of achieving a more balanced report in future years. The committee has asked staff to return with suggestions for doing so.
Old Business

2011 Implementation Strategies Update:

Columbia Metro Book Drops: Barrett referred to the memo in the trustees’ packet of information recommending either a single-party option in which all four drop boxes are placed at Landmark Bank locations, or a multiple-party option in which the four drop boxes are placed at three separate organizations’ properties. She noted that every business visited by the staff committee was very helpful and interested in collaborating with the library. Barrett said that the staff recommends placing a fifth drop box in the area of Cherry Hill, perhaps in the next fiscal year.

Daly said that she appreciated Landmark Bank’s offer of four sites, but suggested that the library use the multiple-party option. She also noted that she finds it difficult to access the property at 1904 E Broadway (Eastgate). Barrett said that the committee chose that location because of the high amount of drive-by visibility, the proximity to Boone Hospital and Stephens Park, and its convenience for families affiliated with Shepard Boulevard Elementary School.

Webber agreed that the multiple-party option is his preference and asked how much a fifth drop box would cost. Barrett said that the cost of each box is approximately $4,000. As the truck and driver would already be in use for the other four drop boxes, the cost of adding a fifth box would be approximately $4,000 plus the supplementary fuel costs associated with lengthening the route.

Barrett noted that the location on Bernadette Drive may be disrupted during the construction on the Stadium/I-70 interchange.

Baka asked if it would be significantly easier for staff to work with one bank versus three, and Barrett said that staff members believe either option will be workable.

ACTION: Webber moved, Daly seconded adopting the multiple-party option with placement of four bookdrops at Landmark Bank on Kennesaw Ridge Road, Landmark Band on East Broadway, First State Community Bank on Diego Drive and Commerce Bank on Bernadette Drive.

Robinson asked for the timeframe of the project, and Barrett replied that a draft letter of agreement would be composed the next day for review by the property owners, then any bollard installations or curb cuts would be made; at the same time, a driver will be hired and trained. Barrett said that the goal is to be operational within two months.

ACTION: The motion passed.

Barrett thanked the staff members who have been working to implement the project.

Coffee Kiosk: Finney reported on staff’s progress in applying for the tax identification number, licensing and operating permits necessary to operate the kiosk. After these are obtained and staff training is conducted, the kiosk will be ready to open. Finney reported that DBRL staff were asked to help name the kiosk, and the most popular entry was “Percolation Desk.” Both “Percolation Desk” and “Perk Desk” may be used for marketing purposes, although the marketing plan has not been finalized. Staff are creating new procedures for tracking the expenses and revenues of the kiosk. Staff are also putting in place a system to accept debit and credit cards both at the kiosk and the circulation desk.

Beahon asked Finney to review how the kiosk will be staffed. He replied that adding kiosk hours to the Library Aides’ shifts, which are currently two-hour shelving shifts, will offer those staff members more diversity in their tasks and the opportunity for more paid hours.
New Business

CPL Clay Block Wall Maintenance: Smith stated that three firms attended the mandatory pre-bid conference and staff received one bid for performing maintenance and repairs to the clay block wall. Wulff Brothers Masonry Corporation quoted a base bid of $75,148 including quotes of $36 per linear foot of flashing, $36 per block replaced and $1.50 per block cleaned; these prices will be used to adjust the base bid for additional work or if fewer materials than expected are needed. Staff recommend accepting this proposal. Allstate Consultants will provide the construction administration services needed to oversee the project through completion. Smith said that the majority of the work will be performed on the wall above the roofline and outside in the Gene Martin Secret Garden. Luebbert asked when the work would start, and Smith noted that the contractor will begin mobilizing for the construction and do preliminary work in the next two weeks. The block will not arrive until the end of October. Smith noted that the supplier had previously assured the engineer that it would be available at the beginning of October. Hays-Martin asked for clarification as to what repairs will be performed. Smith replied that some spaulding and cracking is occurring due to water damage, so new water-controlling measures and a different sealant will be applied. Smith added that future maintenance will take place on a more frequent basis (every 3-5 years instead of 7-10 years). Barrett said that no resealing or other maintenance has been performed on the wall since CPL opened in 2002. Gerding asked for further information about Allstate Consultants’ participation in the project, and Smith said that they prepared the bid documents, will oversee the contractor’s work and answer any technical questions that arise, and will evaluate the final product. Barrett added that the cost noted in the informational memo is a not-to-exceed amount.

ACTION: Canaday moved, Jones seconded accepting Wulff Brothers Masonry Corporation’s proposal for maintenance and repair of the clay block wall at CPL. The motion passed.

HR Policies: Henry presented the three revised policies and reminded the board that every HR policy is reviewed by DBRL’s attorney before being presented to the Board of Trustees.

Hays-Martin asked Henry to clarify if an employee can take funeral leave during their probation period (Policy 1-224). Henry answered that the library would work with that employee to rearrange or make up time that the employee needed to take off, but the hours would not be taken from official, allowed Funeral Leave hours. No employee will be restricted from attending a funeral due to being in their probation period.

ACTION: Daly moved, Powell seconded approving policies 1-224 (Employee Probation Period), 1-251 (Dress Code) and 1-282 (Weapons) as revised. The motion passed.

Miscellaneous

There was no miscellaneous business.

Public Comment

There was no comment from the members of the public in attendance.

Staff Comments/Announcements

Carr thanked Charlotte Miller and Bob Simpson for their assistance and for allowing the board to meet at the school.

Carr noted that she had received many notices about Webber’s talk at the University of Missouri School of Library and Information Sciences and heard it was an excellent presentation.
**Board Comments/Announcements**

Canaday noted her excitement that the Southern Boone County Public Library will have a new home next fall.

Baka thanked the One Read committee for putting on an outstanding program and stated that she had a great time leading the book discussion on September 1.

Higgins announced the arrival of her fourth new great-grandson this year.

Hays-Martin stated that she is working on a library grant for the Missouri Department of Mental Health and her group received valuable assistance from Doyne McKenzie and Patricia Miller.

Beahon announced that Erlene Dudley, Director of William Woods University’s Dulany Library, is receiving an award at the MLA meeting in early October. Carr added that retired DBRL librarian Marilyn McLeod is also receiving an award.

**Adjournment**

There being no further business to discuss, Luebbert adjourned the meeting at 7:20 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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David Webber, Board Secretary