Daniel Boone Regional Library
Minutes, Meeting of October 13, 2011

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

Director Melissa Carr and DBRL staff members Elinor Barrett, Amanda Burke, Patrick Finney, Melanie Henry, Patricia Miller, Karen Neely, Greg Reeves, Jim Smith and Mitzi St. John were in attendance. Also present was Gerald McKinney of McKinney Properties.

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 September 15, 2011. Hearing none, he declared the minutes approved as written.

Luebbert asked and the Trustees gave approval to begin with agenda item 9.

Old Business
Southern Boone County Public Library Lease: Carr reported that staff have been working with McKinney to finalize a lease contract, and two changes to the key provisions have arisen. First, the site plan has been revised to include another driveway coming from West Broadway. The new drive was added following McKinney’s purchase of two pieces of property west of the land on which the new leasable facility will be built. The new facility will now sit on one complete plat. The effect on the lease is that the plat line will now be the dividing line of responsibility for snow removal and lot maintenance.

The second issue is prevailing wage. Staff reported that they had investigated whether prevailing wage would be required for this project. Although it is not clear that it would be required, rather than spending the time and cost to obtain a legal opinion, staff and McKinney recommend proceeding and adjusting the contract to include the additional cost of prevailing wage. Both Paul Land of PLAZA Commercial Realty and McKinney estimated that prevailing wage is currently at 10-13% of construction costs. McKinney agreed to share these costs with the library and worked with staff to develop a new rent schedule. Smith distributed a schedule showing both the originally-proposed rent schedule with a 2% increase per year in price per square foot and the new proposed schedule with fixed rent costs. Over ten years, the new proposed schedule would cost $8.02 less than the originally-proposed rent schedule. However, the new proposed schedule including the cost of prevailing wage would cost approximately $58,000 more over ten years than the rent schedule that was approved by the Board in September.

ACTION: Robinson moved, Canaday seconded changing the lease contract to include the new division of parking lot maintenance and snow removal responsibilities along plat lines, as well as the new rent schedule absorbing the prevailing wage costs.

Gerding asked if the original RFP included prevailing wage, and Smith said that DBRL’s RFPs do include prevailing wage but DBRL is not building this structure and the RFP was initially focused on already-constructed facilities. Barrett noted that staff were unsure if the prevailing wage issue would even apply, since this is only a lease agreement and not a lease-to-purchase agreement, but staff would rather be conservative and proceed with the project on schedule.

Webber asked if there are any cost implications for the newly proposed division of the parking lot...
maintenance and snow removal responsibilities along plat lines. Carr replied that no new costs are associated; the division is simply a clarification of the division of responsibilities.

ACTION: The motion passed.

McKinney exited the meeting.

**Director's Comments**

Carr noted the high circulation figures of downloadable audiobooks and e-Books and related that, beginning November 1, DBRL is restricting loan of these items to only DBRL patrons and reciprocal borrowers from the Missouri River Regional Library and the Centralia Public Library. Carr called the director of each affected library advising them of this change. Only one affected library does not have their own e-materials resource for their patrons to turn to. Each patron who has used the service within the last year will receive an email advising them of this change. In response to a question from Beahon, Finney said he will report back to the Board with how many individual patrons will be affected by the change. In response to a question from Robinson, Carr noted that this change will not significantly affect our monthly statistics. Canaday asked which library does not have their own e-materials. Carr said that Fayette does not have an e-lending service and although Mexico currently does not have a comparable service, they will in 2012.

Following up on a question from the September Board meeting, Carr said that the number of holds on the shelf today, region-wide, is approximately 2,500 (approximately 390 at CCPL, 200 at SBCPL and 2,000 at CPL). However, this is the slow time of the week; holds are higher at the beginning of the week.

Carr announced that the property tax income that had been withheld, as noted on page 8 of the Financial Report, has now been received.

**Monthly Reports**

Daly said she was happy that the One Read programs were so popular this year. Carr agreed that the program was a success, and mentioned how moving the final event was with David “Sonny” Lacks.

**District Board Reports**

**Columbia Library District:** Gerding reported that the CLD Board met on October 10 to discuss the repair and possible reconfiguration of the south parking lot. They voted to recommend that the DBRL Board of Trustees accept the asphalt overlay option to complete the south parking lot repair. The committee also tentatively agreed to not reinstall the stone pavers and to install curbs around the planted beds for better storm water control. Staff will not begin this project until next spring, thereby lessening the potential for weather-related delays. By delaying the project until mid-2012, the CLD Board has time to consider integrating a plan to ease congestion and increase safety in the lot.

ACTION: The motion came from the CLD Board recommending acceptance of the asphalt overlay option to complete the south parking lot repair. The motion passed.

**Committee Reports**

Luebbert thanked the members of the Ad Hoc Southern Boone County Facility Review Committee for their work throughout the year.

**Long-Range Planning:** Webber reported that the committee met on October 5 to review the 2012 Implementation Strategies. He pointed out some key points of the document, which was included in the Trustees’ packets. The greatest number of Strategies is under Goal 3, which deals with assessing and continuing to improve the effectiveness of new services and recent reorganizations. The construction of and move to the larger Ashland facility, including the development of new fundraising and marketing
strategies, will occupy a great deal of staff time in 2012. Several physical improvements to CPL are also included in the Strategies.

Carr noted that several Strategies deal specifically with Board business, such as planning for the City-County merger, preparation for the next Strategic Plan, and working with the CCLD on marketing and cost efficiencies. Trustees will also be working with staff on private fundraising to meet one-time expenses related to the new Ashland facility and to meet the anticipated costs of Goal 4.b, which concerns early-childhood interactive learning programs. Barrett reported that staff have been making excellent progress on the 2011 Implementation Strategies. She noted that some of the incomplete items have evolved into new projects for 2012, and other will be carried forward verbatim into the 2012 Implementation Strategies.

Barrett reported on the status of the carpet replacement project. Rather than beginning during the winter, and considering the planned work on the CPL south parking lot and the Ashland facility move, staff recommends scheduling the carpet replacement for the fall of 2012.

Gerding asked about Goal 6.c, “Implement plans for the ‘Adopt a Spot’ collection maintenance plans at CCPL.” Barrett responded that the strategy evolved from collections management workshops attended by staff, and will be tried out at CCPL as a means to better serve patrons and realize staff efficiencies. Reeves explained that a staff member would be responsible for shelving, straightening and shelf-reading a particular section of the collection so they are very familiar with the library’s offerings in that area and can more completely advise patrons of available materials.

ACTION: The motion came from the Long-Range Planning Committee to accept the 2012 Implementation Strategies. The motion passed.

Luebbert thanked Webber and the members of the Long-Range Planning Committee.

Risk Management: Hays-Martin reviewed the recommendation to delete the Eaton Vance Low Duration A fund that was performing poorly. The committee also recommended adding a Vanguard small cap index fund. Hays-Martin noted that the Eaton Vance Low Duration A fund had no participants.

ACTION: Hays-Martin moved, Canaday seconded adding the Vanguard small cap index fund and deleting the Eaton Vance Low Duration A fund from the libraries list of investment options. The motion passed.

New Business
Appointment of Ad Hoc Committees

Ad Hoc Building Committee: Luebbert announced that this committee will be chaired by Canaday, with Fennel, Jones, Powell and Sievert as members. The committee’s charge was distributed.

Johnson asked how the library will be notified if building decisions are being made that would impact the lease cost. Carr stated that McKinney will notify library staff. Robinson asked if it would be appropriate to include a monetary cap in the charge and the Trustees discussed potential options. Richards stated that he is concerned about the lease cost creeping up little by little to a cumulatively large amount. Webber suggested leaving it to the staff and the Ad Hoc Building Committee whether or not a question needs to be brought to the full board. Barrett noted that the lease amount is set in the agreement that will be signed within the next week. If a change were to affect the lease cost, that would have to be brought back to the full board for approval. In response to a Trustee’s question, Carr reminded the Board that the library is not building the facility and staff will not have access to report on budgeted versus actual costs.
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each month. However, the committee can report back on any approved changes at each Board meeting. Canaday stated that her opinion is that the lease cost is set and any additional costs are the builder’s. Barrett replied that something could arise that would need to be changed that would affect the library’s ability to function in the most effective manner. Barrett noted that McKinney Properties, LLC plans to go out to bid on November 1.

Ad Hoc Communications Committee: Luebbert announced that Robinson will Chair the Committee, which will review and revise the Communications Blueprint. He then asked for volunteer members, and Beahon, Gerding, Jones and Sievert offered to serve on the committee.

HR Policies: Henry presented two revised policies and one policy that is recommended for deletion. Policy 1-245 (Outside Employment and Class Schedule) is recommended for deletion because the content is already part of DBRL scheduling procedures.

ACTION: Gerding moved, Sievert seconded deleting Policy 1-245 (Outside Employment and Class Schedule) and approving policies 1-291 (Sexual Harassment) and 1-294 (Absences and Tardiness) as revised. The motion passed.

Robert’s Rules of Order: Gerding stated that earlier this year she attended a half-day MOBIUS seminar on Robert’s Rules, along with Carr and a few other DBRL Trustees. The seminar was very useful and prompted her to create a small packet of reference material, which she distributed to the Board. Gerding reviewed a few key points that relate to how the DBRL Board and Committees do business. She noted that, because these groups are relatively small, they have more latitude to adapt the rules for efficiency and clarity, as long as all members are in agreement with those actions. If not, the groups should revert to the procedural guidelines of Robert’s Rules. Beahon thanked the individuals who attended the seminar for providing the information to the full Board.

Miscellaneous
There was no miscellaneous business.

Public Comment
No members of the public were present.

Staff Comments/Announcements
Carr asked the Board and staff to keep the family of Terry K. Higgins in their thoughts and prayers.

Board Comments/Announcements
Robinson noted that she is glad to be appointed to lead the Ad Hoc Communications Committee. She stated that she is enrolled in a Master’s program and will be resigning from the Board of Trustees at the end of 2011. The Trustees expressed their congratulations to Robinson on pursuing the advanced degree and their appreciation of her service to the Board.

Luebbert reminded the group that the October Trustee Activity is to learn something new about the library or use a service you have not used previously.

Adjournment
There being no further business to discuss, Luebbert adjourned the meeting at 7:10 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

David Webber, Board Secretary