Call to Order, Roll Call and Determination of Quorum
Mike Luebbert called the meeting to order at 6:00 p.m. in the Virginia G. Young Room of the Columbia Public Library. He introduced and welcomed the new Trustee for the Boone County Library District, Dorothy Carner.

Board members present were: Susan Breyfogle; Bridget Canaday; Dorothy Carner; Rosie Gerding; Lisa Groshong; Philip Harrison; Tonya Hays-Martin; Terry K. Higgins; Jim Jones; Luebbert, President; MaryEllen Sievert and David Webber, Vice-President/Secretary. Julie Baka, Mary Ann Beahon, Susan Daly, Mary Fennel, Lyle Johnson, Patricia Powell and Tom Richards were absent.

Former DBRL Trustee Jessica Robinson, Director Melissa Carr and staff members Elinor Barrett, Amanda Burke, Melanie Henry, Karen Neely, Jim Smith and Mitzi St. John were in attendance.

Recognition of Jessica Robinson
Luebbert thanked Robinson for her eight years of service on both the Columbia and Boone County Library District Boards. He noted that a book that will be added to the DBRL collection in her honor, and presented her with an engraved bookmark. The presentation was met with a round of applause.

Committee Reports
Ad Hoc Communication Committee: Robinson stated that the committee met on three occasions to review the 2008 Communications Blueprint and the Trustees’ Role in Communication, assess the progress made on the goals outlined therein, and update the document to maintain its relevancy to the Board. She reminded the Board that the original document was written after the failed Boone County ballot measure in 2007 and the Community Survey that followed that year. The draft 2012 Communications Blueprint incorporates wording that is less specific to the concerns of the Board in 2008, broader and more forward-looking. Robinson briefly reviewed the changes to the Communications Blueprint. No changes were recommended to the Trustees’ Role in Communication.

ACTION: The motion came from the committee to approve the 2012 Communications Blueprint. The motion passed.

Luebbert thanked the committee members for their work and officially discharged the committee.

Robinson exited the meeting.

Public Comment
No members of the public were present.

Approval of Minutes
Luebbert asked for corrections or changes to the minutes from November 10, 2011. Gerding suggested one change in wording. Luebbert declared the minutes approved as corrected.

Director’s Comments
Private Donations
Carr reported that the family foundation that was discussed at the November meeting donated $50,000 to the DBRL Foundation before the end of the year. The family preferred the money to go to a 501(c)(3). The library, acting with direction from this Board, will have three years to expend the funds.

The children of Helene and Louis Holroyd donated $10,000 worth of bonds to the DBRL Foundation. Also, the Holroyd family donated funds to make up the full cost, beyond the total memorial gifts received, of three new pieces of equipment that were identified to purchase in honor of Mr. Holroyd. Mr.
and Mrs. Holroyd both volunteered for the CPL Friends group, and Helen served on the CLD Board of Trustees.

In response to an inquiry from the October meeting, Carr announced that 315 notices were sent regarding restricting the loan of e-materials to only DBRL patrons and reciprocal borrowers from the Missouri River Regional Library and the Centralia Public Library. The 315 notices represent accounts that had checked out e-materials during 2011. Several individuals have written to express their disappointment since the notices were issued and offering to pay for the service. Staff have had several meetings to investigate options for recommencing service to those patrons. However, Carr noted that setting a price for the service is very much like selling the service, which the library is contractually forbidden to do. The people who wrote to the library about this matter were encouraged to discuss their service needs with their local library.

Carr announced that there is an option to attend a video conference at CPL the week prior to the 2012 Library Advocacy Day, instead of spending the full day of February 7 in Jefferson City. The full details are in this month’s Director’s Report.

**Monthly Reports**

Luebert asked for comments or questions regarding the Financial, Service and Director’s Report, which were included in the Trustees’ packets. Webber asked why the direct transfer of tax income into the DBRL checking account did not significantly increase the balance. Smith replied that timing of the transfer and the report played a role; additionally, the amount transferred to the account from the individual library district by warrants in December was decreased in anticipation of the direct transfer of tax income from Callaway County.

Gerding inquired as to the factors that resulted in Capital Outlay being $1.6 million below budget. She recalled that the CCPL roof repair project was under budget. Smith agreed and also noted that some major projects, such as recarpeting CPL and repairing the clay block wall at CPL were budgeted for 2011 but moved into the 2012 budget when it was known that the projects could not be finalized in 2011. However, he stressed that major cost savings were realized by working with the architect to reuse tiles on the CCPL roof.

Gerding offered a correction for the Director’s Report. The report states that taxes are due on April 16, when they are, in fact, due on April 17 this year.

**District Board Reports**

Callaway County Library District: Hays-Martin noted that the CCLD Board met on December 7 and discussed the Key Points suggested by the Finance Committee. They understand the concerns that have been brought forward. She emphasized that the district’s top priority is to continue and strengthen their membership in the regional system. Hays-Martin stated that the District Board is exploring cost-cutting measures and PR opportunities; however, they are concerned that the suggested changes to the regional contract will impact the way the different districts’ Trustees make decisions on matters with region-wide financial impact.

Gerding noted that she has no interest in altering the regional membership.

**Committee Reports**

Ad Hoc Building Committee: Canaday announced that the builder, Gary McKinney, had his financing and storm water plans approved this week, and he received his building permit from the City of Ashland. Next week, McKinney will sign the contract with the general contractor, GBH Builders of Jefferson City. After issuing an RFQ, the Holzman Moss Bottino design team was selected as the most qualified
consultant for the work needed to specify furnishings, equipment and signs for the new facility. Staff are currently measuring the collection and planning how and when to move to the new facility, considering various holidays and community events that will occur in August.

Additionally, a sub-group of the Friends of the Southern Boone County Public Library, led by Canaday, will be raising private funds to put toward select furnishings for the new leased facility. They plan to raise over $25,000, and the funds will likely be used to purchase shelving. Because the amount they plan to raise is greater than $25,000, it requires approval by the Board.

ACTION: The motion came from the committee to accept the offer of the SBCPL Friends sub-group to raise over $25,000 in private funds to purchase select furnishings for the new leased facility. The motion passed.

Canaday noted that the committee plans to meet between late February and mid-March to authorize the shelving specifications to go out for bid. Webber inquired if meeting the new storm water ordinance increased the cost of the building. Carr noted that it may have increased the owner’s costs, but has not increased the proposed rental rate for the library.

Carr and Canaday both noted that McKinney has been very proactive in keeping DBRL informed of his progress. Carr thanked Canaday for recruiting new members to the SBCPL Friends. Luebbert wished the group success in their fundraising.

Finance Committee: Gerding noted that careful thought has gone into the Key Points document, in which the committee proposes edits to the regional contract and bylaws which would change the way the districts operate financially. This issue has arisen numerous times in the past, and the committee believes that by taking action now, the regional system will be strengthened and the Board will not have to discuss the matter so frequently. If the Board is in favor, the document would be moved to the Contract & Bylaws Committee for discussion, in consultation with DBRL legal counsel. The Contract & Bylaws Committee would then present a draft version of the regional contract and bylaws to the full Board for discussion and approval.

Jones inquired about the Contract & Bylaws Committee’s membership and their ability to pick up and carry forward such a sensitive project. Carr and Gerding noted that several Trustees are on both that committee and the Finance Committee, which developed the Key Points document, so there should be continuity of knowledge.

Webber asked if timeframes should be suggested for each step of the process. Carr said that she felt the committee left the timeframe ambiguous on purpose and would address any issues on a case-by-case basis.

Jones asked if the Finance Committee has a sense of urgency to get these changes in place. Gerding replied that the committee does not want to unduly prolong the conversation nor continue to debate it each year; they believe that it is time to take action.

ACTION: Groshong moved, Jones seconded moving the Key Points document to the Contract & Bylaws Committee for discussion, in consultation with DBRL legal counsel. The motion passed with 7 yeas, 3 nays and 1 abstention.

Old Business
2011 Implementation Strategies Update: Barrett reported that Callaway Bank asked DBRL to consider their location on West Broadway for the site of the fifth metro Columbia book drop. Following a site visit and consultation with the Callaway Bank staff, the DBRL staff are happy to recommend this
proposal to the Board. DBRL already owns a fifth book drop that can be installed at this location as soon as the bollards are mounted. The book drop was intended for installation at Holts Summit, but a location in that community is yet to be identified. Callaway Bank has agreed to pay for the full cost of installing the bollards.

ACTION: Higgins moved, Sievert seconds accepting the Callaway Bank location on West Broadway as the site of the fifth metro Columbia book drop. The motion passed.

Barrett noted that, although the book drop should be useable very soon, a ribbon-cutting may be postponed until Spring.

Barrett discussed plans to reorganize the use of the lobby at CPL, primarily at the Information Desk, to assuage the increasing traffic at the Circulation Desk due to holds. Ideas include moving library card applications to the Information Desk and putting out holds for self-service. The optimal workflow plan may require some desk and lighting reconfigurations. Nestor Bottino will visit Columbia on February 3 and advise the staff on this matter.

**New Business**

**2012 Staff Day:** Staff have arranged for Joan Frye Williams, a national consultant on library futures and trends, to be present for Staff Day on April 27. Carr reminded the Trustees that part of the 2012 Implementation Strategies includes initial preparations for developing the next phase of the Strategic Plan, and Williams’ ideas should be helpful for the Trustees’ consideration of long-range planning matters. Therefore, a second talk has been scheduled the evening of April 26 for our Board. Other library trustees or interested parties in the region will also be invited, as requested by MOSL, which is partially funding the speaker’s visit. Carr stated that the Long-Range Planning Committee will be highly encouraged to attend the talk on April 26, but all Trustees are invited and will likely find Williams engaging and thought-provoking.

Henry noted that approximately 150 staff members attend Staff Day, at which training sessions are held and staff milestones are celebrated. Many of the day’s program topics are based on staff suggestions.

ACTION: Hays-Martin moved, Webber seconded closing all library facilities on April 27 for the 2012 Staff Day. The motion passed.

**March DBRL Board Meeting:** Carr noted that she had been asked to co-present about Library-To-Go at PLA in Philadelphia on March 16, which would require that she miss the March 15 Board Meeting. A poll was sent to Trustees to assess their availability on both March 15 and March 22, and a greater number of Trustees reported being available on March 22. Higgins stated that she would not be able to attend on March 22.

ACTION: Sievert moved, Webber seconded rescheduled the March 15 Board Meeting to March 22. The motion passed.

**HR Policies:** Henry presented one policy with suggested revisions. She noted that the current version of Policy 1-241, titled Substance Abuse, is wordy and has not been revised for eleven years. She reviewed some of the edits suggested by staff and Trustees that will make the document more concise and reader-friendly.

ACTION: Hays-Martin moved, Higgins seconded approving Policy 1-241 (Drug & Alcohol-Free Workplace) with the noted revisions. The motion passed.
Henry noted that this is one of the few policies that employees must sign to indicate their agreement. The policy had significant changes, so all employees will be asked to sign a new statement of understanding after the policy has been posted on the Intranet for 30 days.

**Miscellaneous**
Gerding noted that she is unable to quickly ascertain that the Perk Desk is closed, and would like to see an eye-catching sign displayed when the service is unavailable.

Webber asked if staff will consider extending the hours the kiosk is open, and Barrett replied that staff plan an evaluation of the Perk Desk during the second quarter and will assess whether the hours can be extended while maintaining the operation’s self-sufficiency. St. John noted that the kiosk did open with shorter hours on Saturday (9:00 a.m. – 12:30 p.m.), and those have already been extended (9:00 a.m. – 3:00 p.m.).

**Public Comment**
No members of the public were present.

**Staff Comments/Announcements**
Carr acknowledged the managers who were present in the building but unable to attend the meeting, as they were working on the leak from the cooling tower.

**Board Comments/Announcements**
Luebbert noted that Sievert has been appointed the new Chair of the Evaluation Committee, in place of Robinson.

Luebbert announced that the Trustees’ activity for January is to contact one civic organization and let them know the library has volunteers available who can make presentations about library services.

**Adjournment**
There being no further business to discuss, Luebbert adjourned the meeting at 7:14 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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David Webber, Board Secretary