Daniel Boone Regional Library
Minutes, Meeting of August 16, 2012

Call to Order, Roll Call and Determination of Quorum
David Webber, President, called the meeting to order at 6:02 p.m. in the Virginia G. Young Room of
the Columbia Public Library. A quorum of members was present.

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

Also in attendance were Catherine Martin of the Columbia Daily Tribune, DBRL Director Melissa
Carr and staff members Elinor Barrett, Amanda Burke, Patrick Finney, Melanie Henry, Karen Neely,
Greg Reeves, Jim Smith and Mitzi St. John.

Remarks from the President
Webber welcomed French to the Board.

Webber discussed two themes he hopes to emphasize during the 2012-13 Board Year: trustee
development and involvement, and holding orderly and comprehensible meetings.

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

Approval of Minutes
Webber asked for corrections or changes to the minutes from the meeting of July 12, 2012. Hearing
none, he declared the minutes approved as written.

Director’s Comments
Carr noted that staff are pleased with the work performed by Staat Tuckpointing this summer; the
project is ahead of schedule and the workers have been friendly to staff and patrons.

Carr reported that a contract was finalized this week with Christensen Construction for the south
parking lot resurfacing. They will begin work Monday. Weather permitting, the parking lot will be
closed all day on September 14 and a half day on September 15 while workers pour the overlay. In
response to a question from Daly, Barrett and Carr explained that the two days were selected due to
the schedule of programs, meeting room bookings and because patron visits are relatively lighter at
the end of the week. Barrett added that the two days had to be consecutive.

In response to a question from Groshong, Barrett stated that staff had discussed moving the drop
boxes to the north parking lot if the entire south lot was to be closed over a long period for
reconfiguration. That justification was eliminated as the lot will only need to be closed for 1½ days.
Carr stated that staff is further analyzing the idea of putting one or more drop boxes in the north
parking lot to determine what it would entail.

Carr distributed the 2012 One Read program calendar and noted that the scheduled events include
the popular book talk with the Mayor and a videoconference with author Téa Obreht.

Carr reminded the Trustees to communicate with Webber if they wish to attend MLA in Springfield
this October. She noted that the 2014 MLA Conference will be in Columbia, coordinated by DBRL
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staff.

Carr noted that the bookmobile visited back-to-school events in Hallsville and Fulton recently, reaching 440 individuals in Hallsville and 604 in Fulton.

Daly noted that there is a new child care center in Hallsville called Little Indians.

Monthly Reports  
Webber asked for any other comments or questions regarding the Financial, Service and Director’s Report, which were included in the Trustees’ packets.

Gerding noted that the year-to-date patron visits at CPL are down from 2011, and reminded the Trustees that this was a hoped-for result of taking more services into the community via projects such as the Library-To-Go and the metro drop boxes.

Carner inquired about the drop in Bookmobile Visits and Neely replied that the Community Bookmobile was out of service for much of July while replacement brakes were on order.

Hays-Martin noted that she enjoyed the stories about patron interactions included in the Director’s Report.

Committee Reports  
Ad Hoc Building Committee: Daly reported that the committee met on July 31. She directed the Board’s attention to a display of finishes that were selected by the committee with the assistance of DBRL staff and Nestor Bottino and Jessica Dougherty of Holzman Moss Bottino Architecture. Daly noted that the committee is very pleased with the selections.

Carr distributed a memo providing information on the shelving/millwork bids and a proposed project budget change. Barrett reported that the consensus of the Building Committee is to utilize lounge chairs from the same company and similar to the style used at CPL. The committee discussed the possibility of increasing the project budget or reducing the number of items purchased for the new facility. She noted that the discussions hinged on the bids received for the custom cabinetry and shelving designed for the space. Barrett reported that casework bids were received from two companies in request to the library’s RFP. Staff were informed by some companies that their current workload could not accommodate adding projects and completing them within the library’s deadline.

Barrett reported that two bids were received from Seville Woodworks and Timberline Custom Cabinets. Since the bid opening, Seville Woodworks has withdrawn their bid as they were unable to meet the bidding requirements. Timberline bid on five of the bid packages. The owner, Jerry Wirth, stated that he did not bid on the shelving packages due to concerns about meeting the schedule deadlines.

Subsequently, staff met with Wirth. Barrett stated that Wirth has been in business for sixteen years. Staff felt comfortable with Wirth’s method of estimating costs for the bids, his overall approach to the project, his suggestions for cost-savings and his willingness to do the work on a “cost not to exceed” basis. Staff requested that Wirth prepare a price quote for the production and installation of the three shelving packages under a modified schedule, if necessary.

Smith reviewed the staff recommendations and supplementary information that was included in the memo. Smith noted that he believes a portion of the project budget will be included in the 2013 DBRL Operating Budget, as the project will not be completed within this calendar year.

In response to a question from Gerding, Smith stated that Timberline may end up producing all of
the custom cabinetry and shelving, but it depends on how their bid for the shelving compares to quotes for equivalent commercial shelving.

In response to a question from Daly, Barrett stated that the red oak is being offered at cost to by Sentinel Lumber; whether Timberline will use that source is not verified.

Smith reported that to complete the project as currently proposed, the total DBRL budget line will need to be increased by $75,000 to $213,500, plus any funds raised by the Friends of the SBCPL.

Carr noted that, if the DBRL Board does not approve the budget increase, staff will create a shelving and furniture plan that fits the current budget.

Gerding noted her concern with the difference between the placeholder budget of $138,500 and the current projected budget of $213,500. Smith stated that a significant difference was in the cost of shelving; a cost estimate for factory-produced metal shelving was used to create the placeholder budget, whereas the accepted interior plan includes custom wooden shelving utilizing local millworkers. In response to a question, Smith stated that the architect and DBRL staff presented the Building Committee with a range of furniture options at different price points and the Building Committee decided on good quality, middle price-range furniture pieces.

Daly noted that the freestanding interior shelving planned for the facility will be movable and therefore adaptable to future space needs, which should give the shelving an extensive period of usefulness. In response to a question from Gerding, Carr stated that the original budget included a placeholder for standard stationary, metal shelving.

ACTION: Luebbert moved, Canaday seconded accepting Timberline’s bid at a cost not to exceed $60,531 for the production and installation of the casework; authorizing the Ad Hoc Building Committee to make decisions on the shelving bids presented by staff; and authorizing the project budget funded by DBRL revenue to be increased by $75,000 to a total of $213,500, to be supplemented by revenue from fundraising by the Friends of the SBCPL – with the caveat that staff apply due diligence to all future estimates and bids.

Johnson stated that the total project budget of $238,500, which includes the revenue expected from fundraising, should be stated within the motion with a caveat that no more than $213,500 be expended from DBRL funds. Luebbert accepted the suggestion.

Fennel stated that she has attended all of the Building Committee meetings and is comfortable with both the staff recommendation and Bottino’s assistance. The committee has thoroughly tested and debated the furniture selections. Fennel stated that she is confident in the selections that have been made.

ACTION: The motion was revised to: accepting Timberline’s bid at a cost not to exceed $60,531 for the production and installation of the casework; authorizing the Ad Hoc Building Committee to make decisions on the shelving bids presented by staff; and authorizing the project budget funded by DBRL revenue to be increased by $75,000 to a total of $213,500 and the total project budget including independently-raised revenue from the Friends of the SBCPL to be increased to $238,500 – with the caveat that staff apply due diligence to all future estimates and bids.

The motion was approved 15-1.
Finance Committee: Fennel reported that the committee met on August 13 and approved a motion recommending the individual District Boards approve the Preliminary 2013 DBRL Operating Budget.

Smith noted that the 2013 budget for Building Operations & Maintenance should read $1,157,390 instead of $1,157,388; this would reduce the Fund Balance at End of Year by two dollars to total $8,213,404.

Smith reminded the Board that the preliminary budget is prepared to demonstrate the need to set the tax rates at certain levels. Smith reviewed the preliminary projected revenue for 2013, which is expected to rise 4% from 2012 if the maximum tax rates allowed by law are adopted by the three districts. If any District Board adopts a lower tax rate, that change to revenue will be reflected in the final 2013 DBRL Operating Budget.

Miscellaneous Income is expected to increase due to revenue from the Perk Desk at CPL (however, this increase is offset by increased expenditures from operating the Perk Desk).

In response to a question from Canaday, Smith clarified that Contingency is included to offset private donations or revenue awarded from grants and is not expended unless DBRL receives such types of revenue. It is a violation of state statute to over-expend the budgeted expenses, which would occur if the Contingency line was not included under Expenditures.

Recess
As provided for on the agenda, the DBRL Board recessed to individual District Board Meetings at 6:58 p.m.

Return from Recess
DBRL Board reconvened at 7:12 p.m.

Reports from District Board Meetings
Boone County Library District: Powell reported that the BCLD Board unanimously approved the Preliminary 2013 DBRL Operating Budget.

Callaway County Library District: Hays-Martin reported the CCLD Board unanimously approved the Preliminary 2013 DBRL Operating Budget.

Columbia Library District: Gerding reported the CLD Board unanimously approved the Preliminary 2013 DBRL Operating Budget.

Committee Reports, Continued
Finance Committee, Continued: Smith reviewed the suggested changes to Policy 2-775 (Gifts) which stemmed from specific circumstances that arose during the previous board year.

ACTION: The motion came from the Finance Committee to approve the proposed revisions to Policy 2-775 (Gifts). The motion was approved unanimously.

New Business
Administrative Policies: Carr noted that there are no suggested changes to the content of Policy 2-616 (Ethics Statement for Public Library Trustees).

ACTION: Daly moved, Powell seconded approving Policy 2-616 (Ethics Statement for Public Library Trustees). The motion was approved unanimously.
Carr suggested that, along with the changes already illustrated on the document, the phrase “expenses reimbursed in accordance with library policy” be inserted in paragraph A.1 of Policy 2-617 (Code of Ethics, Public Disclosure).

ACTION: Powell moved, Hays-Martins seconded approving Policy 2-617 (Code of Ethics, Public Disclosure) with the stated addition. The motion was approved unanimously.

Carr noted that there are no suggested changes to the content of Policy 2-618 (Responsibilities of the DBRL Board of Trustees).

ACTION: Daly moved, Beahon seconded approving Policy 2-618 (Responsibilities of the DBRL Board of Trustees). The motion was approved unanimously.

**Miscellaneous**

There was no miscellaneous business.

**Public Comment**

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

**Staff Comments/Announcements**

There was no comment from the staff members in attendance.

**Board Comments/Announcements**

Gerding stated that the theme of “resisting censorship” ran strongly throughout this month’s materials and she reminded the Board that it is one of their major duties to “support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals” (Policy 2-616).

Carner noted that Dr. Charles Davis at the MU School of Journalism recently did a study on banned book reports throughout the state and the work was reported in the Columbia Missourian.

Webber reported that several MU Alumni he met in Korea related their fond memories of spending time at CPL. He also shared that Korea does not have public libraries but has spaces similar to “study halls” for the community. Beahon congratulated Hays-Martins on her selection as Employee of the Month at the Fulton State Hospital.

Barrett invited the Trustees to contact the library to arrange a tour of the new leased facility in Ashland.

Webber announced that the August Trustee Activity is to tell one person who does not already know that you serve as a library trustee.

French inquired about the library’s responsibility to comply with the Patriot Act. Carr responded that the library is under the obligation to comply with any warrants served under the authority of the Patriot Act, but staff do not monitor or report personal borrowing habits.

**Adjournment**

Webber adjourned the meeting at 7:28 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Dorothy Carner, Board Secretary