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 and welcomed Angie Crumbliss to the Board.

A quorum of members was present.

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

Also in attendance were DBRL Director Melissa Carr and staff members Elinor Barrett, Diana Buckner, Amanda Burke, Patrick Finney, Pat Kopp, Patricia Miller, Greg Reeves, Jim Smith and Mitzi St. John.

Public Comment

There were no members of the public in attendance.

Approval of Minutes

Webber asked for corrections or changes to the minutes from the meeting of August 16, 2012. Hearing none, he declared the minutes approved as written.

Director’s Comments

Carr noted that the management of Ketchum’s General Store is changing hands as of October 1. After that date, the business will be called The Pit Stop. The change in management is not expected to affect the Library-To-Go.

Carr stated that the tuckpointing at CPL will wrap up during the next week. The asphalt for the CPL south parking lot will be poured September 28-29, weather permitting.

Miller circulated one of the Mental Health Kits that was described in the Director’s Report. Carr stated that the kits are shelved in the 600 section of non-fiction, and DBRL was one of three libraries in the state to receive the kits. In response to a question from Sievert, Miller stated that Kansas City and Springfield were the other libraries that received funding for the project.

Carr announced that a celebration in honor of Sherry McBride-Brown’s 35 years of employment with DBRL will be held on September 28. The event will be from 2:00-4:00 p.m. at CCPL.

Carr noted that former Board Member Jo Sapp passed away during the previous week; books will be donated to the collection in her memory on behalf of the Board and staff.

Monthly Reports

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

Carr noted that eleven individuals were memorialized via gifts to the library in August, and the list of donors on page three of the Service Report includes the names of those and all other donors. She also pointed to the significance of the many people who donate materials; over the past week, the Friends of the Columbia Public Library sold about $14,000 in materials.
Committee Reports

Ad Hoc Building Committee: Powell reported that the committee met on August 28 and made final decisions on the furniture packages that would be bid. The furniture bids were due on September 12; Smith distributed a memo detailing the results of the RFP. Powell also stated that Timberline provided a quote for the perimeter, movable and new books shelving that does not include a change to the schedule but is a higher total amount than desired. Therefore, the committee voted to accept the quote but deferring two of the packages (new books shelving and benches) until fundraising can cover the costs, which brought the order within budget. Timberline owner Jerry Wirth will work with a subcontractor to produce the shelving.

Smith reported that the two furniture bids received were evaluated by staff. Both vendors met all of the bid criteria, so the decision was made on cost. The staff recommends ordering some furniture packages from each vendor, as noted in the memo. The total cost of the furniture order is $49,515.24, which is lower than the amount budgeted for furniture. Smith noted that the whale loungers will be purchased directly from the manufacturer.

Smith reviewed the current status of the project budget.

ACTION: Powell moved, Higgins seconded dividing the furniture order between the two bidders based on the lowest cost, not to exceed $49,515.24.

Jones inquired if the bidders will be okay with DBRL ordering some packages from each company. Smith stated that the possibility was reviewed in the bid meeting as well as stated in the RFP.

Carr noted that this year’s DBRL Foundation Annual Campaign will have an option to donate to the Raise the Top Shelf fund.

ACTION: The motion was approved unanimously.

Barrett stated that Timberline owner Jerry Wirth says the shelving will be finished around the beginning of November and installed over the next week. Therefore, staff has been able to create a tentative schedule for moving from the current facility and opening the new facility:

- Wed., Nov. 14: Current facility closes
- Thurs., Nov. 15: DBRL Board Meeting at new facility
- Fri., Nov. 16: Preview Party for donors
- Sat., Nov. 17: Book Brigade from current facility to new facility
- Mon., Nov. 19: Ribbon-cutting and refreshments for first day open at new facility

Carr stated that the DBRL Foundation has pledged $5,000 toward a donor-recognition sign that will be installed in the new SBCPL facility and to help sponsor the Preview Party on Friday, November 16. If any funds are left over, they will be put toward the SBCPL shelving costs.

Reports from District Board Meetings

Boone County Library District: Powell stated that the BCLD met on August 28 and set the 2012 operating tax rate at 30.36 cents per $100 of assessed valuation. The district board also passed a motion recommending the DBRL Board include the new SBCPL property in Policy 2-695 (Smoking).
Callaway County Library District: Fennel reported that the CCLD met on August 28 and learned that the tax rate the district intended to levy (19.60 cents per $100 of assessed valuation) could not be adopted, due to revised calculations by the County Assessor. Therefore, the CCLD levied the same rate as 2011 (19.58 cents per $100 of assessed valuation). However, the district is expected to receive a greater amount of revenue for that rate because of the adjustments in private property values.

Fennel also stated that the CCLD reviewed the changes to staffing and materials ordering, as summarized in the Director’s Report. The Board reviewed and offered additions to the CCLD Marketing Plan developed by the PR Department. The CCLD also passed a motion recommending the DBRL Board include the CCPL property in Policy 2-695 (Smoking). Lastly, Fennel reported that the Friends of the CCPL purchased a new refrigerator for the CCPL Staff Room.

Carr added that the Callaway County Clerk informed staff the day prior to the CCLD meeting that the preliminary assessed valuation was incorrect and a new amount was recertified, mostly due to personal property tax assessments.

Columbia Library District: Gerding reported that the CLD met on August 27 and set the 2012 operating tax rate at 30.21 cents per $100 of assessed valuation. The 2012 Debt Service tax rate was set at 22.5 cents per $100 of assessed valuation. The district board also approved the 2013 Building fund budget, which reflected no expected expenditures in the next fiscal year.

New Business
Administrative Policies: Buckner stated that Policy 2-651 (Meeting Room) was revised for clarity and edited to include procedures for the meeting room at the new SBCPL facility. She reviewed wording and capitalization suggestions submitted to staff prior to the meeting.

ACTION: Higgins moved, Sievert seconded approving Policy 2-651 (Meeting Room) with the suggested changes.

In response to a question from Gerding, Buckner noted that annual registration is required so that staff can track how many groups actively utilize the meeting spaces. Carr added that many groups change leadership annually, so requiring an annual registration helps staff collect the most up-to-date-contact information for each group.

ACTION: The motion was approved unanimously.

Carr reiterated that upon recommendation by staff and managers of each facility, the BCLD and CCLD Boards discussed Policy 2-695 (Smoking) and voted to recommend adding their facilities’ properties to the policy.

ACTION: Powell moved, Sievert seconded approving Policy 2-695 (Smoking) with the suggested changes.

In response to a question from French, Carr stated that DBRL does not have a policy on the use of smokeless tobacco products. The managers in attendance said that misuse of smokeless tobacco products has not been problematic.

In response to a question from Crumbliss, Carr stated that staff members who smoke must follow the same guidelines as patrons. Crumbliss also inquired if the library finds that there are problems with litter due to this policy and if receptacles are needed for discarding cigarette butts. Barrett responded
that Buildings and Grounds staff patrol the lots and sidewalks periodically for refuse, but major problems with litter from smokers has not been experienced.

Jones asked that smoking cessation options be publicized to the staff at CCPL and SBCPL, as was done for the staff at CPL prior to that property going smoke-free. Carr stated she would be happy to remind staff that smoking cessation help is available through the EAP program.

ACTION: 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 were no comments or announcements from the staff members in attendance.

Board Comments/Announcements
Webber stated that the Trustee Activity for September is to carry library brochures, program guides, Cover to Cover, or any promotional product with you and distribute when appropriate. Carr directed the Trustees to an array of One Read calendars, program guides and 2011 “Statistics At a Glance” cards that the Trustees could use for this activity.

There were no comments or announcements from the Board Members.

Adjournment
Webber adjourned the meeting at 6:40 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Dorothy Carner, Board Secretary