Call to Order, Roll Call and Determination of Quorum
David Webber, President, called the meeting to order at 6:01 p.m. in the Friends Room of the Callaway County Public Library.

A quorum of members was present.

Board members present were: Mary Ann Beahon; Dorothy Carner, Vice-President/Secretary; Angie Crumbliss; Susan Daly; Mary Fennel, Warrant Officer; Philip Harrison; Jim Jones; Michael Luebbert; Patricia Powell; MaryEllen Sievert and Webber, President. Julie Baka, Susan Breyfogle, John French, Rosie Gerding, Lisa Groshong, Terry K. Higgins, 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, Melanie Henry, Pat Kopp, Karen Neely, 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 September 13, 2012. Hearing none, he declared the minutes approved as written.

President’s Comments
Webber stated that, following discussion with others, he suggests that the Board have some formality in its proceedings while still maintaining the friendly and open atmosphere that is conducive to helpful debate and discussion. To that end, he asked that Trustees wait to be recognized before speaking.

He also noted his concern with declining attendance at meetings and stressed the importance and responsibility of trustees to attend meetings regularly.

Finally, Webber announced that he would like the Trustees to participate as a group in an ALA Trustee Academy webinar for training purposes.

For the benefit of the newer members, each Trustees then introduced themselves and stated their district board and how many years they have served as a Trustee.

Director’s Comments
Carr stated that the ribbon-cutting was previously announced for Monday, November 19, but it will take place instead on Saturday, November 17, at 11:00 a.m. (following the book brigade). The Southern Boone Chamber of Commerce is graciously providing refreshments.

Carr noted that the DBRL Foundation’s Annual Campaign letters will be mailed later this month and donors have the option this year to direct their contribution toward the Raising the Top Shelf campaign. The campaign has already received good support from individuals, groups and businesses in Southern Boone County, such as the SoBoCo Historical Society, Ashland Garden Club and the Eagle Scoop. A creative contribution came from a group of families who all live on the
same road and who collectively donated enough to get the designation “Hawkins Road Families” on the donor recognition piece.

Carr reported that she and several other DBRL staff members attended the MLA conference during the prior week. As listed in the Director’s Report, DBRL employees presented on many topics at the conference. Carr was very proud of DBRL’s representatives. She noted that the MLA conference will be held in Columbia in October 2014, and planning for the event is being led by Angela Scott, Seth Smith and Lauren Williams.

Carr noted that she heard presentations by both Secretary of State candidates at MLA and gathered information on topics such as high impact/low cost public spaces.

Reeves spoke about programs designed and presented by CCPL staff for specific Callaway County audiences, such as “Food That’s In While School is Out,” a weekly program in which DBRL partnered with the Fulton Soup Kitchen and SERVE, Inc. CCPL staff also provide outreach to the Fulton Treatment Center and hold Story Times for developmentally disabled adults. All of these programs are unique to Callaway County.

In response to a question from Webber, St. John said she believes the number of library cards in Callaway County can be increased, as it is below the national average for a rural area.

**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. There were no other comments or questions.

**Committee Reports**

**Finance Committee:** Fennel reported that the Finance Committee met prior to this meeting to discuss employee health benefits and provide staff with guidance on selecting a plan that meets the constraints of the 2013 Operating Budget. The committee will meet again on November 8 to review the draft Final 2013 Operating Budget, including the recommendation for the health plan suggested by DBRL management.

**Long-Range Planning Committee:** Carner reported that the Long-Range Planning Committee met on October 9 and reviewed the draft 2013 Implementation Strategies.

**ACTION:** The motion came from the Long-Range Planning Committee to adopt the 2013 Implementation Strategies.

Powell suggested that staff consider providing a Story Time for developmentally disabled adults at other DBRL locations.

**ACTION:** The motion passed unanimously.

Carr distributed the third quarter progress update for the 2012 Implementation Strategies.

**Risk Management Committee:** Harrison stated that the committee met on September 26 and referred the Trustees to the memo they received in their packets, which outlined two recommendations passed by the committee.

**ACTION:** The motion came from the Risk Management Committee to adopt Policy 2-716 (Retirement Investment) as revised. The motion passed unanimously.
ACTION: The motion came from the Risk Management Committee to remove the Columbia Mid Cap Value Fund and add the American Century Mid Cap Value Fund to DBRL’s selection of investment options. The motion passed unanimously.

New Business
Administrative Policies: Carr stated that Policy 2-620 (Open Meetings and Records) was reviewed by legal counsel and minor edits were made that did not involve content or meaning.

ACTION: Daly moved, Powell seconded approving Policy 2-620 (Open Meetings and Records) with the suggested changes.

In response to a question from Webber, Carr stated that it is not an administrative burden to retain copies of substantive email communications because this group typically does its business in person and only uses email for scheduling or distributing information, not for business discussions. Crumbliss added that questions emailed by individual Trustees to the Director also do not need to be retained.

ACTION: The motion was approved unanimously.

Carr stated that she distributed draft Policy 2-621 (Public Participation at Board Meetings) to several past DBRL Presidents for comment prior to this meeting and incorporated their recommended edits into the document.

ACTION: Powell moved, Sievert seconded approving Policy 2-621 (Public Participation at Board Meetings).

Daly suggested that a two-minute limit on public comment is too short, and Luebbert suggested three minutes, noting that the President can allow more time if needed.

ACTION: Powell and Sievert accepted the amendment to approve Policy 2-621 (Public Participation at Board Meetings) with a limit of three minutes on public comment. The amended motion was approved unanimously.

Miscellaneous
Sievert reminded the group that the Children’s Book Sale takes place this Saturday through Monday at CPL and you may run into her there, volunteering with the Friends.

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
Luebbert mentioned that he attended a program about tropical birds in late September at CCPL and it was the best program he has ever attended. The Friends Room was packed with attendees and the demonstration was captivating.

Powell noted that the parking lot at CPL looks very nice now that the new asphalt overlay has been applied and the lot has been restriped.
Beahon announced that the documentary film “Deadline in Disaster,” which was previously shown in all three DBRL districts and was produced by Columbia’s Orr Street Productions and the Missouri Press Association, will be showing at William Woods on November 8.

Webber stated that the Trustee Activity for October is to learn something new about the library or use a service you have never used before.

Daly noted that she attended and enjoyed the One Read book discussion led by Julie Baka. Webber noted that some people who are re-reading the book following the One Read activities would enjoy another discussion this winter. Beahon stated that she greatly enjoyed the videoconference with the author, Téa Obreht, especially due to Obreht’s vibrant personality.

**Adjournment**
Webber adjourned the meeting at 6:50 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

____________________________________
Dorothy Carner, Board Secretary