Daniel Boone Regional Library  
Minutes, Meeting of November 15, 2012

Call to Order, Roll Call and Determination of Quorum  
David Webber, President, called the meeting to order at 6:00 p.m. in the meeting room of the Southern Boone County Public Library.

A quorum of members was present.

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

Also in attendance were Sharon Donley and Maria Hines of the Friends of the Southern Boone County Public Library; Former DBRL Trustee Tiff Lauffer; Chris Cottone of Alex LaBrunerie & Company, Inc.; DBRL Director Melissa Carr; and staff members Elinor Barrett, Amanda Burke, Patrick Finney, Melanie Henry, Pat Kopp, Patricia Miller, Mike Mullett, Karen Neely, Greg Reeves, Jim Smith and Mitzi St. John.

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

Approval of Minutes  
Webber asked for corrections or changes to the minutes from the meeting of October 11, 2012. Hearing none, he declared the minutes approved as written.

Crumbliss entered the meeting.

President’s Comments  
Webber announced that a viewing of an ALA Trustee Academy webinar will be scheduled prior to the January 10 board meeting with a viewing in Fulton for the CCLD Trustees, if they wish. For trustees who cannot attend a group viewing, the webinar will be made available online. A discussion of the webinar will be held at the January meeting.

Webber thanked the current and former Trustees for their efforts that have resulted in a new library facility for Southern Boone County. Webber thanked Carr and Barrett for their persistence and hard work.

Director’s Comments  
Carr thanked all of the Trustees involved in the decision-making and realization of the new facility, noting those on the Ad Hoc Southern Boone County Building Committee and the previous year’s Ad Hoc Southern Boone County Facility Review Committee. Carr also thanked key staff members who have been significantly involved and noted that, on the previous day, twenty staff members from all over the library system came together to move materials, dismantle furniture at the old facility and build furniture at the new facility. Other staff members filled in for those individuals at their regular posts. Carr noted that this is one of the benefits of a well-functioning regional system.

Carr thanked Barrett specifically for her leadership on this major project.

Carr reported that she and Barrett met with Eric and Krishna Fogle about landscaping for the facility and reviewed their concept to utilize native Missouri plants on the grounds. We are proceeding with this concept since it requires less ongoing maintenance.

Chris Cottone entered the meeting.

Carr reminded the Trustees that the following evening is a donor appreciation event paid for by the DBRL Foundation. Donors to the Raising the Top Shelf campaign will receive a commemorative library card.
Saturday is the ceremonial book brigade and ribbon-cutting ceremony. Carr thanked Hollis Stolz and Carolyn Cain for leading the book brigade. The new library opens for business on Monday, November 19 at 9:00 a.m.

Carr reminded Trustees from the Columbia Library District that they are invited to attend the Chamber of Commerce’s Mayor’s Appreciation Breakfast on December 5 and asked that they contact her if interested so that they may be registered.

Carr asked if there were any questions on the 2012 Implementation Strategies 3rd Quarter Update distributed last month and noted that the next update would be distributed at the January meeting. As one 2012 Implementation Strategies was to update the board on plans for the 2017 city-county merger, Carr reviewed the parameters that must be met for a legal merger: the two districts must have the same operating tax levy and the County population must be under 250,000. The BCLD and CLD must also approve resolutions agreeing to merge. The CLD will then petition the City Council to approve the merger and the BCLD will petition the County Commission. If the Commission denies the request, the library districts can put the question to a public vote. Once the two districts merge, the 1965 Columbia city limits will no longer play a role in defining patrons’ district affiliation or what tax rate they pay. The combined city-county district would have only 9 Trustees, as opposed to the current 14, and the combined district’s bonding capacity would be 1% rather than the city’s current 5% bonding capacity.

**Monthly Reports**

Webber asked for comments or questions regarding the Financial, Service and Director’s Report, which were included in the Trustees’ packets. In response to a question from Gerding, Carr verified that October is the earliest month DBRL has achieved over 2,000,000 items circulated in a calendar year.

**Committee Reports**

Finance Committee: Fennel reported that the Finance Committee met on November 8 and heard a report on the current status of Enhanced Enterprise Zones being proposed within areas of the DBRL service area.

The committee also passed two motions: one recommending each individual library district approve the CY 2012 Operating Budget amendment and one recommending each individual library district approve the CY 2013 DBRL Operating Budget.

Smith stated that the budget amendment seeks to reclassify the CPL tuckpointing project. If approved, the project budget would be transferred from Capital Outlay to Building Operations & Maintenance.

Smith reviewed the 2013 Budget categories. He noted that revenue is expected to rise due to increases in property taxes and donations to DBRL. Other income is expected to rise due to increasing revenue from the Perk Desk at CPL; however, this revenue is offset by the increased cost of supplies needed to stock the Perk Desk.

In response to a question from Higgins, Smith stated that no library funds are invested in Building America Funds, only in City of Columbia and Boone County investment pools that have investments guaranteed by the federal, state or local government.

Smith reviewed budgeted expenditures, noting that the health insurance will be a Coventry plan, rather than last year’s Mercy plan, to incur a lower renewal increase. Retirement expenses are expected to increase due to administrative fee payments and increased staff participation in the matching program.

Henry stated that a 3% salary increase is proposed for staff members hired prior to October 1, 2012, and a 1.5% base salary adjustment will be made for those staff members hired on or after October 1. One exception to the adjustment is the Aide position’s base salary, which will be increased 1.78% to stay above minimum wage. Henry noted that the base salaries have not been adjusted since 2009.
Daniel Boone Regional Library  
Minutes, Meeting of November 15, 2012

Smith noted that expenditures for library materials are expected to increase in order to enhance the collections at all DBRL facilities.

Smith stated that General Operating expenses are expected to increase due to several one-time supply requests, such as software and signage, as well as on-going cost increases for categories such as postage costs. Smith stated that the General Operating category includes a line for professional fees, which includes funds for planning the Implementation Strategy of rearranging a portion of CPL’s first floor. No other capital budget was included for this project because the scope of the project is currently undefined. In response to a question from Gerding, Carr stated that once the scope is understood and a cost estimate is generated, a budget amendment will be taken to the Board of Trustees.

Hays-Martin inquired about carpeting the first floor hallway, noting that it is a high-traffic area, which may cause the carpet to wear faster. Barrett replied that, based on comments from staff and patrons, the noise-reduction advantage may outweigh the possibility of the carpet wearing quickly. However, staff will look into using carpet squares for that area, which can be replaced in parts if necessary.

Smith noted that there will be greater Building Operating & Maintenance costs associated with operating the new, larger, leased facility in Ashland and completing projects recommended through the Facilities Assessment Report, including repairing CPL sidewalks and sealing parking lots at CCPL and CPL.

In response to a question from Beahon about the safety of one CCPL driveway, Carr stated that the driveway in question is the property of the City of Fulton.

Smith reviewed the Contingency category, which is included to offset grant and donation spending. Revenue is expected to exceed Operating Expenditures by about $260,000. This amount will be used to offset the impact to Fund Balance for the expected Capital Outlay expenditures. The remaining Fund Balance is budgeted for future upkeep and improvements of DBRL buildings, implementation of the Strategic Plan and future replacement of owned Capital Outlay, with the remainder included in an unrestricted category. The Fund Balance is sufficient to allow DBRL to operate effectively through 2017. In response to a question from Gerding, Smith stated that this assumption takes into account a small amount of growth.

Webber asked for public comment on the 2012 DBRL Operating Budget amendment and the 2013 DBRL Operating Budget. There was no comment from the members of the public in attendance.

As provided for in the agenda, the Regional Board recessed to individual District Board meetings at 6:50 p.m. The Regional Board meeting resumed at 7:04 p.m.

**Report from Individual Library Districts**

Boone County Library District: Powell reported that the BCLD Board approved the 2012 DBRL Operating Budget amendment and the 2013 DBRL Operating Budget.

Callaway County Library District: Hays-Martin reported that the CCLD Board approved the 2012 DBRL Operating Budget amendment and the 2013 DBRL Operating Budget.

Columbia Library District: Gerding reported that the CLD Board approved the 2012 DBRL Operating Budget amendment and the 2013 DBRL Operating Budget.

**New Business**

Retirement Investment Funds: Smith reviewed the memo that was included in the Trustees’ packets of materials. Cottone stated that he has been observing the Hartford Capital Appreciation Fund’s performance over several years and its performance has declined to the point that it is performing 15% below the benchmark. There is also a high expense ratio for this fund. In response to a question from
Daniel Boone Regional Library  
Minutes, Meeting of November 15, 2012

Gerding, Cottone stated that he will meet with plan participants to educate them on why the action is being taken and what their options are. Daly noted that if the plan participants wish, they may redirect their funds to something other than the recommended fund, the Vanguard 500 Index Fund. In response to a question from French, Cottone stated that the five-year performances by the Vanguard and Hartford funds are 0.97% and -3.57%, respectively. In response to a question from Crumbliss, Cottone stated that the procedure could take as few as fourteen days, but can be extended to about 30 days so that all affected plan members have time to review their options.

ACTION: Daly moved, Sievert seconded approving the investment advisor’s recommendation to eliminate the Hartford Capital Appreciation Fund from the investment options and transfer participants’ balances into the Vanguard 500 Index Fund. The motion passed.

Administrative Policies: Policy 2-615 (ALA Code of Ethics) was reviewed and no changes were suggested.


Gerding noted that Policy 2-621 (Public Participation at Board Meetings), approved at the October meeting and distributed in the Trustees’ packets, incorrectly states the time limit for public comment as two minutes instead of three. Carr stated that the policy would be corrected.

December DBRL Meeting:

ACTION: Luebbert moved, Powell seconded cancelling the DBRL Board Meeting scheduled for December 13. The motion passed.

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

Beahon noted that several people at a recent leadership conference she attended told her they think DBRL is a wonderful library.

Webber recently met with the Korean Visiting Scholars and told them how much their annual donations are appreciated.

Adjournment

Webber adjourned the meeting at 7:22 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

___________________________
Dorothy Carner, Board Secretary