Daniel Boone Regional Library  
Minutes, Meeting of February 14, 2013  

Call to Order, Roll Call and Determination of Quorum  
David Webber, President, called the meeting to order at 6:00 p.m. in the Virginia G. Young Room of the Columbia Public Library.

A quorum of members was present.

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

Also in attendance were DBRL Director Melissa Carr; and staff members Elinor Barrett, Amanda Burke, Patrick Finney, Melanie Henry, Pat Kopp, Patricia Miller, Sara Moesel, 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 January 10, 2013. Hearing none, he declared the minutes approved as written.

Director’s Comments  
Carr announced progress on the Implementation Strategy of procuring an exterior wrap for the 2001 Community Bookmobile. St. John revealed the wrap design created by Public Relations staff member Jenny McDonald. St. John stated that the design integrates the DBRL colors and logo, refers to what materials patrons may find inside, specifically invites patrons to come aboard, and is visually compatible with the exterior of Bookmobile, Jr. while appealing to patrons of all ages. In response to a question from Luebbert, St. John stated that the great horned owl is a symbol of wisdom and also alludes to the taxidermied great horned owl in the Columbia Public Library (CPL) Children’s Area. In response to a question from French, St. John stated that the design was created in Adobe Illustrator.

Carr pointed out that the number of unique users at the Southern Boone County Public Library (SBCPL) in January was significantly higher than the average unique users per month in 2012.

Barrett updated the Trustees on the historic photo mural installation at SBCPL and displayed examples of the printed wallpaper. Barrett noted that former DBRL employee David Cavins created the design for the project. A local paper hanger will apply the wallpaper after it is printed. St. John noted that DBRL staff member Tim Dollens will develop an index of the photos and their subjects.

Barrett stated that the exterior book drop will be installed in the SBCPL parking lot in March.

Barrett described progress on the 2013 Implementation Strategy of rearranging the layout of CPL’s first floor to improve the functionality of the Circulation Workroom, Circulation Desk, Information Desk and New Books area. The potential changes include removing two interior book returns in the Circulation work room to make room for additional holds shelving, adding
lighting behind the Circulation and Perk Desks, moving the self-check stations to new locations in the lobby, revising the size, height and location of the Information Desk, renaming the desks, and improving the look and usability of the New Books area. Smith stated that staff have negotiated a contract with Holzman Moss Bottino Architecture (HMBA), the original architects of the building, to advise on the first floor rearrangements as well as re-carpeting each floor, as they have the best knowledge of the building and an excellent working relationship and communication with DBRL staff. HMBA assisted DBRL with bidding the re-carpeting work in 2012, and the re-carpeting is the most significant part of the project in 2013. Smith noted that the architects are selected based on qualifications, not fees. The first phase of the project will be to determine the recommended scope of the renovations project, procure project cost estimates and design plans at a cost for HMBA not to exceed $10,000. The second phase (re-carpeting and any approved renovation recommendations) of the project will need construction administration from bidding through completion, which was negotiated for a cost not to exceed $55,000, not including reimbursables or the impact of change orders. In response to a question from Gerding, Barrett stated that during the second phase, the consulting architect issues project specifications and drawings for the bid process, responds to contractor and supplier questions, advises the owner on the bid results, reviews and approves shop drawings, review the contractor’s project schedule and responds to questions, advise the owner on any potential changes in the work, reviews completed work and payment applications, and develops the punch list and perform the mandatory update of building drawings, among other tasks. Smith stated that phase one fees will be paid from the budget’s Professional Fees category and fees for phase two will come from Furniture & Equipment. Carr stated that she anticipates the Board will vote on acceptance of the recommended project at the May Board meeting. Barrett stated that, if approved by the board, the project should go out to bid in June. In response to a question from Gerding, Smith stated that the $55,000 estimate was negotiated with the architect and he believes it to be lower than the standard fee for a project this size.

In response to a question from Daly, Barrett said that past difficulties with air pressure that created a “wind tunnel” and freezing temperatures in the lobby has been addressed by the HVAC contractor. Smith stated that the building now has “positive pressure” that pushes air out instead of drawing it in when the doors open.

Carr introduced Moesel, a Circulation Aide and student at the University of Missouri, who is working on a degree in Communications and will be gathering information for a project by shadowing staff and observing meetings throughout the Spring semester.

Carr distributed the laminated 2012 statistics wallet cards.

As noted in the Director’s Report, DBRL has received three grants so far this month: a Summer Reading Grant of $13,143 that funds our annual Books By Snail program, an LSTA technology grant of $14,467 that covers 75% of the funding needed for the purchase of two new microfilm readers (one at CCPL and one at CPL), and an LSTA eReader Exploration Grant Project of $4,184 will provide funding to purchase a variety of eReaders (Kindle, iPad, NOOK) to be used in programming, staff training and for an interactive display at the Columbia Public Library.

Staff are waiting to hear about a fourth grant application requesting funds to purchase non-internet-capable eReaders (Kindles) for our work at the Juvenile Justice Center.
In response to a question asked at the January meeting, Carr reported that Finney had reviewed circulation statistics and verified that reciprocal borrowers keep materials overdue at the same rate as patrons who live within the DBRL region.

Carr announced that dbrl.org was ranked #11 in an article called “20 Great Public Library Websites” by library technology blogger Matt Anderson.

**Monthly Reports**
Webber asked for comments or questions regarding the Financial, Service and Director’s Reports, which were included in the Trustees’ packets. Carr noted that the donation record erroneously left out generous gifts by the Fulton Garden Club and Terry K. Higgins.

Crumbliss noted that, in her personal experience at children’s programs, attendance is dropping. Carr replied that falling program attendance has been seen at libraries broadly, but staff are monitoring our data for any trends and considering if action is needed. Staff expect interest in the Children’s Area and in children’s programs to be renewed with the arrival of the interactive learning installation later this year.

**District Board Reports**
Columbia Library District (CLD): Gerding reported that the CLD met immediately prior to this meeting and approved payment of the debt service for the year, approved the budget for use of funds donated by the Friends of the Columbia Public Library, and discussed installing new signs with firmer language in the south parking lot to discourage patrons in vehicles from stopping at the bottom of the stairs.

**Committee Reports**
Evaluation Committee: Hays-Martin announced that the Trustees will receive an email tomorrow that includes the Director’s evaluation questions, 2013 Implementation Strategies and 4th Quarter Update on the 2012 Implementation Strategies. Responses are due to Hays-Martin by March 8. The committee will meet again on April 4 to review the responses and prepare a report for the April board meeting.

Webber reminded the Board that the goal is for 100% participation.

**Old Business**
Trustee Webinar Follow-up: Webber thanked Gerding for facilitating the webinar on January 10 and noted that he is pleased the DBRL Board meets almost all of the 26 recommendations for a well-functioning Board of Trustees.

Daly stated her support for a Board book discussion and, noting general support from the Trustees present, Webber asked her and Beahon to work out the details.

MLA Library Advocacy Day (LAD) Report: Carr thanked Sievert and her husband, DBRL Foundation Board member Don Sievert, for attending LAD. There were several new legislators to meet this year. Some of the information given to DBRL legislators was included in the Trustees’ informational packets this month. Sievert noted a fact supplied by the Missouri State Library: there are more libraries in Missouri than McDonald’s.

**New Business**
Administrative Policies: Carr noted that Policy 2-672 (Confidentiality) has been reviewed by the library’s legal counsel, who suggested removing the word ‘subpoena’ from the list of documents
the library will consider and/or respond to requesting library records. A subpoena is not a court order and our legal counsel will not reply to a subpoena, so we do not want law enforcement to squander time preparing a subpoena due to the wording in our policy.

In response to a comment from French, the Trustees agreed to change the word “power” to “authority” in the first sentence under “Rationale.”

Miller stated that the most significant change to Policy 2-680 (Test Proctoring) is an increase in fee from $10 to $15 for additional time or additional tests beyond the first test. The library does not charge for proctoring the first two hours of a patron’s first test. In response to a question from Webber, Carr stated that tests are proctored approximately 2-3 times per week at CPL, but only when librarians are available to do so. Testing centers charge a higher rate because they offer the convenience of being available to proctor at any time.

**ACTION:** Powell moved, Higgins seconded approving Policy 2-672 (Confidentiality) with the suggested change and Policy 2-680 (Test Proctoring) with edits as presented.

Crumbliss asked how much revenue is collected from test proctoring annually and Smith stated that the total revenue is about $200. (Upon further investigation, staff found that test proctoring revenue in 2012 totaled $362).

**ACTION:** The motion passed unanimously.

**Miscellaneous**
There was no miscellaneous business.

**Public Comment**
There were no 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 announced that her second grandchild was born on February 13.

**Adjournment**
Webber adjourned the meeting at 7:01 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

___________________________
Dorothy Carner, Board Secretary