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: Julie Baka; 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; Terry K. Higgins; Jim Jones; Michael Luebbert; Patricia Powell and Webber, President. Tonya Hays-Martin, Lyle Johnson and MaryEllen Sievert were absent.

Also in attendance were Joe Ritter and Tom Schwarz from Landmark Bank, DBRL Director Melissa Carr; and staff members Elinor Barrett, Amanda Burke, Melanie Henry, Doyne McKenzie, Patricia Miller, 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 February 14, 2013. Hearing none, he declared the minutes approved as written.

Webber proposed adjusting the agenda to take up agenda item 7.a, and there were no objections.

Committee Reports
Finance Committee: Fennel reported that the Finance Committee convened on March 7 and met with Steve Smith and Amanda Schulz of Williams Keepers LLC for the pre-audit conference. Fennel noted that if a board member had any concerns they could contact either representative from Williams Keepers. The Committee discussed the need for the Cost Savings memo and voted to discontinue its production. They also directed staff to propose edits to the travel policies reflecting that, unless an exception is met, same-day travel meal expenses will not be reimbursed. The proposed edits to the policies will be discussed at the next Finance Committee meeting and a recommendation will be brought to the next Regional Board meeting. Finally, the Committee reviewed the banking services bids received.

Smith noted that the bids were from five very good banks and the decision came down to the interest rate offered on the accounts.

ACTION: The motion came from the Finance Committee recommending to the DBRL Board of Trustees acceptance of Landmark Bank’s bid for depository services. The motion passed unanimously.

Ritter and Schwarz exited the meeting.

Director’s Comments
Carr reported that the drive-up book drop has been installed at the Southern Boone County Public Library (SBCPL). She noted that the front page of this week’s Boone County Journal included several large photos from the historic photo mural installed at SBCPL, and that Karen
reports frequent positive feedback from the community regarding the addition. Barrett has checked the punch list for the project and a few errors in printing and installation will be rectified.

The Journal also included a Letter to the Editor from Frank Burkett of the Southern Boone County Historical Society discussing that group’s collaboration with SBCPL on the photo mural. Carr circulated the Journal, as well as a full-page spread of photos published in the previous Sunday’s Fulton Sun from the Callaway County Public Library (CCPL) program, “Play Me Something Quick and Devilish.”

In response to a question from Powell, Carr stated that DBRL has identified a handful of people who are prepared to speak about library topics at civic or community group meetings when requested. Powell suggested that this information be distributed to local groups annually, as the individual who schedules programming for a group may change each year.

**Pew Internet & American Life Project Report on Library Services in the Digital Age**

Barrett introduced the report, which was conducted in 2012 and released in January 2013, and noted its timeliness as the staff and Board discuss DBRL’s changing usage trends, including the dramatic growth in electronic services. The report is also useful as we continue to develop our brand and our various communications plans, and as we consider what topics we would like to address in the next DBRL Community Survey.

After viewing a portion of the webinar that gave an overview of the results, Barrett noted that links have been posted on the Trustees’ website to the full report, the slides from the full webinar, and a page where Trustees can sign up to participate in future studies. St. John distributed a handout showing how DBRL’s Community Survey results compare to the Pew findings.

In response to a question from Crumbliss, St. John stated that, although they did not address how to attract more users in this study, the researchers are soliciting new topics for study and the idea can be suggested.

Carner proposed that small patron focus groups be utilized by DBRL staff between larger Community Surveys in order to gather feedback on the quickly-changing world of library services.

**Monthly Reports**

Webber asked for comments or questions regarding the Financial, Service and Director’s Reports, which were included in the Trustees’ packets. In response to a question from Gerding, Smith stated that twelve months of SBCPL rent was paid in advance in October 2012. Carr noted that paying one year’s rent in advance aided the library in receiving a favorable rental rate.

Carr noted that many of the monetary contributions on page three of the Service Report were made in memory of Fran Rikli. She also stated that she is in discussions with David Sapp about an appropriate use for gifts received in memory of Jo Sapp.

**New Business**

**Retirement Plan Amendment: Automatic Rollovers:** Smith reviewed the current options available to manage a participant’s retirement plan balance when that individual ends their employment with DBRL. DBRL staff are able to distribute retirement fund balances of less than $200 to former employees, if they do not want to roll over the sum to a qualified investment. For all
account balances over $200, DBRL continues to be responsible for and must continue to pay an annual fee if the former employee does not roll over the balance to a qualified investment. This results in staff time spent attempting to locate former employees and persuade them to move their retirement accounts or to inform them of changes. DBRL and Alexander LaBrunerie and Company (LaBrunerie) staff requested the Trustees consider an option to amend the contract to move former employee account balances between $200 and $5,000 to a private investment management company so that this company would assume financial and managerial responsibility if the owner does not choose to roll over their investment to a qualified investment within 45 days of notice.

Carr noted that our Retirement Investment Advisor, Chris Cottone of LaBrunerie, assisted in selecting the company and account type that have been proposed to the Trustees. Smith stated that the private investment management company Rollover Systems was selected because this is the company used by our current provider, Daily Access. Smith also said that the Liquid Insured Deposits FDIC Interest Bearing Deposit Account is being recommended because of the security offered by FDIC insurance.

In response to a question from Powell, Smith stated that IRS regulations and Department of Labor Standards set the limitation of $5,000 on the size of account that can be automatically rolled over to a retirement account management company.

**ACTION:** Daly moved, Gerding seconded amending the DBRL 401(k) retirement plan to allow for automatic rollovers of former employee participant account balances between $200 and $5,000 and authorize using Rollover Systems’ “Liquid Insured Deposits FDIC Interest Bearing Deposit Account.”

In response to a question from Gerding, Smith verified that DBRL would continue to maintain and pay an annual fee on each former employee’s retirement account that has a balance of over $5,000, but would still request the former employee roll over the account to a qualified investment.

**ACTION:** The motion passed unanimously.

**Administrative Policies:**
McKenzie noted that Policy 2-630 (Materials Selection), the attachments and the procedures are used as the general philosophical basis for choosing the library’s materials. Specific selection procedures are detailed in the Collection Development Plan. A key idea included within Policy 2-630’s attachments and procedures is that library employees must remember that they are not selecting materials based on their own preferences or biases, but for all members of our community.

In response to a question from Beahon about paragraph 8.e of the Procedures, McKenzie noted that real property is never given for the purpose of using for materials purchasing and should not have been included in the original text. Gerding suggested rewording paragraph 8.e of the Procedures to clarify that only gifts of money or stock designated specifically for materials purchasing will be used for materials purchasing in accordance with Policy 2-775 (Gifts).

**ACTION:** Beahon moved, Powell seconded approving Policy 2-630 (Materials Selection) with the suggested changes and Policy 2-631 (Patron Comments Regarding Library Materials) with edits as presented.
Jones questioned the inclusion of Attachment B, the ALA’s “Freedom to Read” statement, as he believes the document is more philosophical than directional in comparison to Attachments A and C. McKenzie replied that it is used as a measure of philosophical standard, and Carr added that she finds it helpful to review at least annually, as it is part of the foundation of how we select materials.

Harrison suggested rewording paragraph 9 of the Procedures to clarify and strengthen the idea that staff will not choose materials based on individual bias or interest.

ACTION: The motion passed unanimously.

Miscellaneous
In response to questions, Carr stated that log-in information for the Trustee website would be sent to the Board Members the next day and that opportunities to print and mail fewer board packets will be explored. The Trustees agreed that they would access approved policies on-line in the future and no longer wished to receive printed copies.

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
Daly reviewed several options for an informal “Trustee Book Club” selection and the Board voted to read “The End of Your Life Book Club” by Will Schwalbe. Discussion of the book will take place before the end of June.

Baka stated that the DBRL Contract and Bylaws will be emailed to committee members within the next week for their review and to determine if that committee needs to meet and consider changes to either document.

Gerding stated that the DBRL Nominating Committee will meet in April to develop a slate of officers for the 2013-14 Board Year. She also solicited volunteers to serve on the CLD Nominating Committee. Harrison, Jones and Groshong volunteered.

Gerding announced that her granddaughter, Eloise, was born.

Daly noted that she recently bought a tablet and went to Best Buy for assistance, where she informed the staff about DBRL services and eBook availability. Carr noted that Best Buy has been informed about the eBook service, but will have someone follow up with a reminder.

Webber announced that the Trustee Activity for March is to bring a visitor to a Board or committee meeting.

Adjournment
Webber adjourned the meeting at 7:16 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Dorothy Carner, Board Secretary