Call to Order, Roll Call and Determination of Quorum
David Webber, President, called the meeting to order at 6:01 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; Susan Daly; John French; Rosie Gerding; Lisa Groshong; Philip Harrison; Tonya Hays-Martin; Terry K. Higgins; Jim Jones; Patricia Powell; MaryEllen Sievert and Webber, President. Angie Crumbliss; Mary Fennel, Warrant Officer; Lyle Johnson and Michael Luebbert were absent.

Webber announced that Johnson will be resigning his seat due to a persisting time conflict with meetings.

Also in attendance were Steve Smith and Amanda Schultz of Williams Keepers LLC, DBRL Director Melissa Carr; and staff members Elinor Barrett, Amanda Burke, Patrick Finney, Melanie Henry, Pat Kopp, Doyne McKenzie, Patricia Miller, Mike Mullett, 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 March 14, 2013. Hearing none, he declared the minutes approved as written.

Committee Reports
Finance Committee: Hays-Martin reported on behalf of Fennel that the Finance Committee convened on April 4, met with Steve Smith and Amanda Schultz of Williams Keepers LLC for the post-audit conference and moved to recommend to the Regional Board the acceptance of the 2012 audited financial statements.

Hays-Martin also reported that the committee accepted the 2012 Revenues and Expenditures by County (or Cost Allocation) report. The report showed that the CCLD ended 2012 with revenues over expenditures of $171,938 because of increased revenue and the steps taken to reduce CCLD’s direct expenditures. The BCLD/CLD ended 2012 with expenditures over revenues of $345,835 because several projects, such as the CPL tuckpointing and CPL south parking lot repairs, were saved for over several years but were completed and paid for in 2012 out of Fund Balance as designated for these purposes.

Finally, Hays-Martin stated that the committee moved to recommend to the Regional Board the changes to Policies 2-714 (Staff Travel, Conference & Training Expenses) and 2-730 (Trustee Membership, Conference & Travel Expenses).

Steve Smith introduced Schultz and noted that she was the auditor in charge for the second year in a row. He stated that DBRL is receiving a clean opinion, the books and records are in good order and no material weaknesses in controls or procedures were found. He believes that the DBRL finances are being managed responsibly.

ACTION: The motion came from the Finance Committee recommending acceptance of the 2012 Audit Report. The motion passed.
Smith stated that, earlier in the year, DBRL administration received an IRS compliance check which found that our financial procedures are in good order and, as a result, no IRS audit is required. The IRS agent did note that the cost of meals during travel that occurs within the same day should either not be reimbursed or should be reimbursed and included as taxable income for the Trustee or staff member, unless an exception can be met. This does not occur frequently, but will affect people who participate in events like MLA’s Legislative Advocacy Day. Rather than including the cost of such meals as taxable income for Trustees and staff members, the Finance Committee recommends that such meal expenses should not be reimbursed unless an IRS exception is met, and suggests edits to Policies 2-714 (Staff Travel, Conference & Training Expenses) and 2-730 (Trustee Membership, Conference & Travel Expenses) that reflect this recommendation.

ACTION: The motion came from the Finance Committee recommending acceptance of the edits to Policies 2-714 (Staff Travel, Conference & Training Expenses) and 2-730 (Trustee Membership, Conference & Travel Expenses). The motion passed.

Director’s Comments
Carr distributed a new brochure produced by the PR Department entitled, “Discover the Digital Branch.” The brochure was developed as part of the marketing plan for Callaway County but will be used region-wide.

Carr asked the Trustees to sign out a copy of “The End of Your Life Book Club” if they had interest in reading the title prior to the Board book discussion, scheduled for June 13 at 5pm (immediately prior to the June DBRL Board meeting). Powell has graciously agreed to lead the discussion.

Carr noted that it is National Volunteer Month and National Library Week. She thanked the Trustees for the significant time commitment they make to library service.

Carr told the Trustees about a surprise donation of $10,000 made to the Friends of the Southern Boone County Public Library for the SBCPL shelving fund last Saturday. The award from the Kemper Foundation was made in response to an application submitted to the Kemper Foundation by DBRL staff with the help of Teresa Maledy and Kim Ponder at Commerce Bank. Ponder, of Commerce Bank in Ashland, surprised Sharon Donley of the SBCPL Friends group by offering to pay for her selections from the Friends book sale with the $10,000 check.

In addition, the library has received over $1,000 in memorial contributions to the SBCPL shelving fund from the friends and family of Bill Loyd. Therefore, only $9,000 is needed to purchase the remaining shelving units. Carr hopes to finalize the campaign and have the donor acknowledgement piece installed by the end of summer. Carr thanked Rebecca Baughman-Kern, Karen Neely, Barrett and St. John for their participation Saturday and their assistance throughout the duration of the Raise the Top Shelf campaign.

Carr updated the Trustees on the recent events that led to the arrest of two young men who were connected to a string of robberies in Columbia, including thefts at CPL. Barrett and Mullett worked closely with the Columbia Police Department to identify the suspects and Henry and Sheryl Bucklew recognized the individuals when they returned to CPL. Carr is pleased that the security measures worked well and led to the identification of the person who stole a staff member’s personal iPad.

Carr noted that the 1st Quarter Implementation Strategies were distributed in the Board packet. She met with the CPL librarians today and thanked them for the diligent work that has led to so many goals accomplished in just three months. Carr stated that there are many large projects yet to be accomplished in 2013, including the reorganization of the first floor of CPL and curating the travelling Civil War
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exhibit. In response to a question from Gerding, Miller stated that DBRL provides the site for the Civil War exhibit (expected to be the 3rd Floor quiet reading room) and develops complimentary programming. Carr noted that Miller wrote a grant in conjunction with the Boone County Historical Society in order to have the exhibit visit CPL.

Carr thanked Webber, Gerding and Hays-Martin for attending the annual DBRL Staff Development Day on April 5 and helping to honor the thirty-two employees who achieved milestone anniversaries in the past year. Carr also thanked Hays-Martin for leading a session on customer service for patrons with mental illness. Henry stated that 150 of DBRL’s 187 employees attended. She noted that Boone Hospital Center’s WELLWARE team attended for the third year and provided voluntary health screenings for about 60 employees. The keynote speaker was Office John Warner of the Columbia Police Department, who discussed “active shooter training.” Carr noted that staff members told her that the keynote presentation was empowering.

Carr added that DBRL will be celebrating the first-ever 45-year employment anniversary, when Frances Bush reaches that milestone in June. Gerding thanked Carr for the historical information in the Director’s Report that helped place the anniversaries in context.

eBooks
Kopp gave a short presentation to the Board regarding BiblioCommons and the Readers First initiative to provide patrons with a better user experience when searching for and checking out eBooks. The Trustees watched a short video explaining the current state of eBooks in libraries and Kopp discussed BiblioCommons’ goal of ‘unbundling’ eBooks so that individual libraries’ catalogs manage check-ins, check-outs and holds no matter from which company the title was purchased.

Steve Smith and Schwartz exited the meeting.

Monthly Reports
Webber asked for comments or questions regarding the Financial, Service and Director’s Reports, which were included in the Trustees’ packets. Webber stated that he appreciated the explanation about the reduction in open hours last month compared to March 2012.

New Business
Administrative Policies:
McKenzie reported that Policy 2-640 (Copyright/Public Performance Rights) was edited only for clarification and grammar.

Miller stated that Policy 2-655 (Internet Access & Safety) was edited to explicitly state that patrons are responsible for closing browser windows and logging out of programs. In response to a question from Jones, Mullett stated that patrons must accept the same terms of use before accessing the internet via DBRL’s WiFi. The trustees discussed security issues with using computers and WiFi at the library, and whether DBRL has stated clearly enough to be legally protected that the patron is responsible for the information they access and transmit via the internet. Miller noted that librarians attempt to educate patrons when they sign up to use the computers, and the library offers classes on how to safely use the internet. Groshong suggested putting the disclaimer about safety and confidentiality higher in the text of the usage agreement. Beahon suggested the addition of a physical sign on DBRL computers stating that the patron is responsible for logging out of sites and closing their browser windows.

Carr stated that Policy 2-673 (Video Security System) was edited mainly for clarification.
ACTION: Daly moved, Powell seconded approving Policies 2-640 (Copyright/Public Performance Rights), 2-655 (Internet Access & Safety) and 2-673 (Video Security System) with edits as presented. 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
Groshong noted a recent interaction in which, after hearing Finney’s presentation in March, she was able to reassure a patron that library staff do not monitor the accounts of patrons who had been billed for materials but paid their bill. Groshong suggested that people who pay for billed materials be sent a follow-up message to assure them that they are welcome to continue using the library with no further repercussions from the associated incident.

Sievert announced that she will attend National Library Legislative Advocacy Day in Washington D.C. in mid-May and urged other Trustees to consider attending in future years.

Hays-Martin stated that she was happy to see Literary Links reprinted in the Fulton Sun.

Webber asked the Trustees to carefully consider their selections of PDF or mail delivery of the packet. Daly stated that she found the packet easy to read on her tablet. In response to a question from Beahon, Burke estimated that the library saved $40-50 by delivering many of the packets by e-mail as PDFs this month.

Webber announced that the Trustee Activity for April is to share a fun fact about the library with an acquaintance.

Committee Reports (Continued)
Evaluation Committee:

ACTION: Sievert moved, Beahon seconded entering Closed Session concerning matters of personnel as authorized under 610.021(3) RSMo. Vote on the motion was taken by roll call: Baka – yes; Beahon – yes; Breyfogle – yes; Carner – yes; Daly – yes; French – yes; Gerding – yes; Groshong – yes; Harrison – yes; Hays-Martin – yes; Higgins – yes; Jones – yes; Powell – yes; Sievert – yes; and Webber – yes. The motion passed.

The Board entered Closed Session at 7:07 p.m.

Adjournment
The Board resumed Open Session and Webber adjourned the meeting at 7:23 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Dorothy Carner, Board Secretary