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

Webber introduced and welcomed new BCLD Trustee Bill Young.

Also in attendance were DBRL Director Melissa Carr; and staff members Elinor Barrett, Amanda Burke, Patrick Finney, Melanie Henry, Patricia Miller, 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 open session minutes from the meeting of April 11, 2013. Hearing none, he declared the minutes approved as written. Webber asked for corrections or changes to the closed session minutes from the meeting of April 11, 2013. Hearing none, he declared the minutes approved as written.

Director’s Comments
Carr announced that the Friends of the Callaway County Public Library have made a generous donation to DBRL of $8,000. This money will be used to replace non-fiction shelving at CCPL.

Carr reported that the Boone County Commissioners appointed Bill Young earlier this week to fill the seat vacated by Lyle Johnson, contrary to the deadline previously provided by the Commissioners’ office. The deadline to apply for the position currently occupied by Susan Daly is June 14. Carr has discussed with the Commissioners’ administrative office the need for accuracy in posting deadlines and filling positions, and she reiterated this when she and Pat Powell met with new Commissioner Janet Thompson this week.

Carr announced that Children’s Librarian and selector Hollis Stolz is moving out of state and will be leaving DBRL at the end of May. Johnathan Shoff has been hired as the new Children’s Librarian.

Carr noted that she attended the Secretary’s Council meeting and Jason Kander, Secretary of State, met briefly with the Council. The topic of the meeting was LSTA grants; no new information is available about the State Library layoffs.

Daly entered 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. In response to a question from Webber about SBCPL visits, Carr noted that the total visits from the previous year are assumed to be inflated due to the locations and placement of the counters at the previous facility, and the counter at the new facility is only on the front
door and does not include people who enter via the staff entrance or meeting room, which is why this April’s total is lower than last April’s total. Addressing the decline in CPL’s physical materials’ circulation, Carr stated and Finney affirmed that some circulation has shifted to e-materials checked out via the Digital Branch, which is counted separately.

**Committee Reports**

**Nominating Committee** Gerding stated that the committee met on April 11 and developed the following slate of officers:

- **President:** Pat Powell
- **Vice-President/Secretary:** Tonya Hays-Martin
- **Warrant Officer:** Jim Jones

There were no further nominations from the floor. The Board will vote on the officers at the June Board meeting.

**Contract & Bylaws Committee** Baka stated that the committee met on April 17 and suggested edits to the two documents. The majority are edits for grammar and clarification. Baka noted that the change to section thirteen of the Contract was necessitated by changes to the definition of capital expenses. The new Contract language is suggested so that DBRL’s financial procedures remain in compliance with the Contract. Section ten in the Bylaws was edited to clarify that a Trustee vote on changing the Director’s salary is necessary only if the change is different than the change to the rest of the employees’ salaries. The Board will vote on the changes at the June Board meeting.

**Old Business**

**2013 Implementation Strategies** Barrett distributed a diagram of the first floor of CPL that shows all areas that will be affected by the proposed renovation project. Barrett stated that the proposed renovations include moving the mail room to the Hobbs Room, shifting current Hobbs Room activities and materials to the Outreach workroom, turning the current mail room into a training/maker space, and reorganizing the Circulation workroom. In response to a question from Gerding, Barrett stated that the project is currently expected to be completed during open hours. The project will be staged to maintain patron access to programs and materials.

Barrett noted that the carpeting project is being combined with the first floor renovations. As the first floor renovations include modifications such as data and electrical installations, plumbing changes and shelving relocation, the opportunity was right to fold in the carpeting project that was cancelled in 2012. Staff propose bidding the entire project to a general contractor due to the amount of staff time needed to manage these large projects. Smith stated that a separate contract is needed for the moving company, Fry-Wagner Moving & Storage. Staff have determined that contracting with Fry-Wagner through the City’s cooperative purchasing agreement is the most cost-efficient way to perform the move of library furnishings and equipment that is necessary to complete the renovations and carpeting.

In response to a question from Powell, Barrett stated that any changes to the current color scheme would incur additional design fees and delay the proposed schedule.

In response to a question from Beahon, Barrett stated that all subcontractors for the specialty trades – including data, electrical and security system work, millwork, carpeting, painting and carpentry – will be bid by the contractor.
In response to a question from Jones, Carr stated that the carpet at CPL was scrutinized to determine if any areas in addition to the west stairway and the Young Room could last for four or five more years, but there were not.

Luebbert stated that he likes the approach to the project.

Smith noted that trade professionals were consulted in developing cost estimates using conceptual designs. Smith estimates that costs are within the carpet budget of $1.4 million, and the renovations are estimated not to exceed $426,340. He stated that at least $70,000 in gifts will be used to offset the project.

Carr added that, when we move into the design phase, staff will look at specific areas to determine if further costs can be trimmed.

Carr stated that staff expect the contractor bid results to be brought back to the Board in August. Barrett said that the project is not likely to begin earlier than mid-December.

Carner suggested adding Ethernet to the proposed first floor maker space and using a laptop cart instead of fixed computer stations for greater flexibility and Barrett noted that staff are investigating all ideas to make the space as functional as possible for multiple types of groups.

In response to a question from Jones, Barrett stated that the contractor will be responsible for gathering bids from subcontractors, selecting the subcontractors they are comfortable working with and submitting the information to DBRL staff. Staff will use the criteria prepared by DBRL legal counsel to evaluate the bid results and review the lists of subcontractors, and the Board will review and make the final decision on the contractor proposals that meet the bid criteria.

ACTION: Gerding moved, Daly seconded approving the scope of work for the CPL modifications and authorize it to be bid in conjunction with the materials and labor for carpeting through a general contractor.

In response to a question from Hays-Martin, Barrett stated that the library will accept proposed “equal to” substitutions for consideration if the product meets the project specifications.

In response to a question from Crumbliss, Smith stated that the RFP is issued to the local papers and on dbrl.org. Once the bid is in the local papers, it is pulled into online databases where any contractor nation-wide can access the information.

In response to a question from Crumbliss, Barrett stated that the RFP includes bid evaluation criteria approved by DBRL’s attorney.

ACTION: The motion passes

ACTION: Gerding moved, Powell seconded hiring Fry-Wagner Moving & Storage through the City’s cooperative purchasing contract to perform the associated move of library furniture and equipment. The motion passes.

Carr noted that staff will present more details on the Early Childhood Literacy Area at the June Board meeting and hope to have the final concept for the Board to approve in July.

New Business

Administrative Policies:
Carr stated that minor changes for clarification and consistency are proposed for Policy 2-650 (Exhibits and Displays) and Policy 2-652 (Public Posting & Distribution of Community Materials). Procedures
for petitioning at the new SBCPL facility were added to Policy 2-690 (Petitioning, Other Solicitations and Campaigns). In response to a question from Webber, Barrett stated that petitioning spot “A” (at the bottom of the south stairs) is no more problematic than any other designated petitioning spot. In response to a question from Webber, Barrett said that petitioners are asked to check in at the Administrative Office before beginning and provide staff with a copy of their petition, which is kept at the Reference Desk for patrons to review. In response to a question from Luebbert, Carr stated that the petitioning spots are “first-come, first-served,” and staff do not review the content of petitions or use that information to determine who can or cannot petition for a cause.

ACTION: Daly moved, Higgins seconded approving Policies 2-650 (Exhibits and Displays), 2-652 (Public Posting & Distribution of Community Materials) and 2-690 (Petitioning, Other Solicitations and Campaigns) with edits as presented. The motion passed unanimously.

Miscellaneous
Carr noted that she no longer uses a separate cell phone for work and will have Burke send an email to the Board with a reminder of Carr’s current and only cell phone number.

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
Hays-Martin stated that she is proud of Reeves and the CCPL staff who have worked hard to improve the CCPL. Carr replied that she recently met with CCPL librarians and she appreciates their enthusiasm for implementing the CCLD Marketing Plan.

Luebbert displayed that day’s issue of the Fulton Sun which contains a large article on the DBRL Summer Reading program.

Webber stated that he is retiring from the University of Missouri and will be travelling and teaching in South Korea over the next year; therefore he will be relinquishing his Board position.

Webber announced that the Trustee Activity for May is to tell one person about a library service with which they are not currently familiar.

Adjournment
Webber adjourned the meeting at 6:57 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

___________________________
Dorothy Carner, Board Secretary