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

Also in attendance were DBRL Director Melissa Carr; and staff members Elinor Barrett, Amanda Burke, Patrick Finney, Sarah Howard, Karen Neely, Pat Kopp, 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 May 16, 2013. Hearing none, he declared the minutes approved as written.

Director’s Comments
Carr thanked Webber for his service on the Board and as President. She presented him with a signed certificate from DBRL staff and an engraved bookmark.

Carr also presented Gerding with an engraved bookmark and thanked her for her service on the Board.

Carr noted that Breyfogle has opted not to reapply to the Board after completing her current term of service. Daly, French and Hays-Martin have reapplied to serve on their respective boards.

Due to a photocopying error, Carr distributed new copies of the Director’s Report; the report was also emailed to the Board in advance.

Carr reported that the DBRL telephone system experienced a “fraud incident” in late May, whereby a robo-dialer took over the system and made numerous local, national and international phone calls. Several individuals called the Administrative Office to report phone calls from the main CPL phone number in the middle of the night. IT Manager Mike Mullet worked with the telephone service provider to patch the system, and it is believed to be secure once again. In response to a question from Crumbliss, Barrett stated that no patron information was compromised in the incident.

Carr noted that the 2013-14 Committee Volunteer Form was included in the board packets and asked that the Trustees return their physical form or email their preferences to her as soon as possible.

Lastly, Carr stated that, after reading the Service of the Month regarding Patron Comments, Kopp alerted her that she receives a handful of compliments through BiblioCommons each month that have not been reported. Carr added that the frequent compliments staff receive in person when out in the community are also not reported.

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 concern from Crumbliss that some
circulation is flat or declining, Carr noted that some circulation has shifted to e-materials checked out via the Digital Branch, which is counted separately. Additionally, the circulation at the Library-To-Go will no longer be able to increase significantly unless additional lockers are installed. Carr noted that, historically, the non-fiction collection was used for tasks that are now researched on the internet, such as finding project instructions. Staff are looking into software that will assist them in analyzing collection use in a more detailed way.

In response to a question from Gerding, Carr stated that, if all lockers at the Library-To-Go are filled and holds cannot be delivered, the holds are retained for the next delivery. The patron is not informed that their hold is available until it is physically in a locker.

In response to questions from Webber, Carr said that national circulation trends show rising usage of eBooks, smaller print collections and smaller reference collections. Libraries are also reimagining how they can be used and adding resources for building and creating within the facility. DBRL staff are researching these ideas and the possibility of adding a “maker space” at CPL.

Committee Reports
Nominating Committee: Gerding reiterated 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.

ACTION: The motion came from the Nominating Committee to accept the above slate of officers. The motion passed.

Contract & Bylaws Committee: Baka noted that the committee met on April 17 to propose edits to the documents, and those edits were described at the May 16 board meeting.

ACTION: The motion came from the Contract & Bylaws Committee to accept the DBRL Bylaws with edits as presented. The motion passed.

As provided for in the agenda, Webber called a recess at 6:24 p.m. so that the individual district boards could consider proposed changes to the DBRL Contract. The meeting was resumed at 6:29 p.m.

Report from Individual Library District Board Meetings
Powell reported that the BCLD accepted the proposed changes to the DBRL Contract. Hays-Martin reported that the CCLD accepted the proposed changes to the DBRL Contract. Gerding reported that the CLD accepted the proposed changes to the DBRL Contract.

Old Business
2013 Implementation Strategies – CPL Carpet Replacement and Modifications: Smith reported that the RFP for Miscellaneous Renovations will be issued next week in order to identify a general contractor. The selection of the general contractor will be based, in part, on:

- qualifications, experience and reputation
- geographic proximity to the project location and anticipated contractor responsiveness in case problems arise
- how many and which subcontractors are proposed by the contractor
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- contractor references, history of performing on-time and on-budget
- bid amount (cost)

Smith noted that the criteria will be provided to the Board in written form when the bid results are presented, which is currently expected to take place at the August board meeting. Carr noted that DBRL staff worked with DBRL legal counsel on both the bid documents and the bid selection criteria. Luebbert requested that the Trustees are provided ample time to study the information.

In response to a question from Gerding, Smith stated that the general contractor bids are for both the recarpeting and the first floor modifications, but not moving furniture and shelving. All moving will be performed by Fry-Wagner Moving & Storage, as voted by the Board at the previous meeting.

In response to a question from French, Smith stated that in considering the contractor’s geographic distance from CPL, anticipated responsiveness to problems must be considered. Contractors physically located further from CPL might compensate by utilizing local subcontractors to respond quickly to problems.

Crumbliss inquired about using a points system to favor in-state contractors, and Smith noted that, although Missouri state statute does allow for this, there have been many court challenges. Therefore, staff and legal counsel propose using the responsiveness criteria in conjunction with the geographic location criteria.

In response to a question from Carner, Smith and Barrett stated that the bid will be publicly issued on June 17 and the bid deadline is July 17.

**2013 Implementation Strategies – CPL Sidewalks and North Plaza:** Smith updated the Trustees on the RFP issued May 15. Twelve contractors were invited to bid and only two attended the mandatory pre-bid meeting. After that meeting, one bidder withdrew due to the company’s heavy summer workload. After consulting with Matt Kriete of Engineering Surveys and Services, and with approval of DBRL Director Melissa Carr, staff postponed the project to Spring of 2014. Staff will request to re-appropriate the project into the 2014 operating budget.

In response to a question from Hays-Martin, Smith stated that the concrete issues in the North Plaza area are mainly aesthetic and not safety concerns. Facilities Manager Russ Niermeyer is monitoring and patching small areas when safety becomes an issue.

**2013 Implementation Strategies – CPL Early Childhood Literacy Area Update:** Howard gave a presentation on the proposed Early Childhood Literacy Area, which has been funded mainly by one anonymous donor. Howard explained that early childhood literacy refers to the knowledge children from birth to age five have about reading and writing before they can read and write. The Burgeon Group has been selected as the vendor for the installation pieces. They are a company that only sells to public libraries, makes all of their products in the U.S., and offers a two-year warranty on all products. Howard described the pieces that staff recommend purchasing, including three “seed pod kiosks” with activities that can be switched out to correspond to specific themes and events, as well as the installation called “h is for house.”

DBRL staff will meet with Burgeon representatives at the ALA Annual Meeting in Chicago at the end of the month and then calculate total costs. The budget will be presented to the Trustees at the July board meeting.

In response to a question from Crumbliss, Carr stated that the anonymous donor is kept updated on the project’s progress but is leaving the project details and decisions in the hands of DBRL’s
In response to a question from French, Howard stated that DBRL currently engages with this age group through workshops for parents and caregivers and by partnering on programs and projects with Parents as Teachers, Head Start and Columbia Public Schools. Carr added that the Chamber of Commerce Early Childhood Education subcommittee meets at CPL every other month. In response to the suggestion from French that DBRL engage with smaller child care facilities, Howard said that specific programs are offered for those businesses, and Carr stated that information is sent to child care providers regularly. Additionally, Howard noted that child-care providers are required to perform 12 hours of training annually to maintain state licensure, and DBRL is an approved training provider.

In response to a question from Beahon, Howard reviewed the six early literacy skills of Vocabulary, Print Motivation, Print Awareness, Phonological Awareness, Narrative Skills and Letter Knowledge.

**New Business**
There was no New Business.

**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**
Powell noted that D&H Drugstore posted a nice compliment about DBRL on Facebook last week in honor of National Daniel Boone Day.

Powell also stated that the board is losing two fantastic Trustees in Gerding and Webber. Gerding and Webber were asked for comments. Gerding expressed that she will miss being closely involved with DBRL. Webber stated that serving as a Trustee has been a pleasurable commitment and listed some of the highlights of his service on the Board.

Webber announced that the Trustee Activity for June is to invite a family to participate in Summer Reading.

Fennel noted that she loves the Summer Reading banner suspended over Market Street in Fulton. St. John stated that the banner will be moved to Ashland in a couple of weeks.

In response to a question from Beahon, Carr stated that Groshong, Harrison and Higgins will be representing the DBRL Board at ALA Annual.

**Adjournment**
Webber adjourned the meeting at 7:14 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Dorothy Carner, Board Secretary