Call to Order, Roll Call and Determination of Quorum
Pat Powell, President, called the meeting to order at 6:01 p.m. in the Virginia G. Young Room of the Columbia Public Library (CPL).

Powell welcomed Shelly DeVore to the Board.

The roll was taken with each Trustee responding with their place of employment or from what occupation they retired. A quorum of members was present.

Board members present were: Julie Baka; Mary Ann Beahon; Dorothy Carner; Angie Crumbliss; Susan Daly; Shelly DeVore; Mary Fennel; John French; Lisa Groshong; Philip Harrison; Tonya Hays-Martin, Vice-President/Secretary; Jim Jones, Warrant Officer; Michael Luebbert; Powell, President; Gena Scott and Bill Young. Terry K. Higgins, Lynn Hostetler and MaryEllen Sievert were absent.

Also in attendance were DBRL Director Melissa Carr and staff members Amanda Burke, Melanie Henry, Pat Kopp, Karen Neely, Greg Reeves, Jim Smith and Mitzi St. John.

Public Comment
There was no comment from the public in attendance.

Approval of Minutes
Powell asked for corrections or changes to the minutes from the meeting of July 11, 2013. Hearing none, she declared the minutes approved as written.

Director’s Comments
Carr reported that a proposal has been submitted for a MOREnet grant of $330,000 to be administered over three years in support of a research project centered on 21st century library transformation. Reeves led the effort and many staff members helped develop and edit the proposal in a short timeframe. If received, the funding will assist DBRL staff in exploring and implementing projects such as the maker space and other technology-based services.

Crumbliss noted the recent news article on changes at the New York Public Library. Carr stated that DBRL will not be changing its mission by implementing projects such as the maker space, but changing how the library delivers on its mission.

Carr announced that the Civil War exhibit is now open on the third floor of CPL. Adult Services Librarian Patricia Miller did a great job organizing this program and, thus far, the public response has been very positive. Additionally, Carr received a letter thanking her for keeping the third floor reading room seating and tables available for patrons during the exhibit.

Carr reminded Trustees to email Powell if they wish to attend the Missouri Library Association conference in St. Louis October 2-4. Rosie Gerding has won the Virginia G. Young Outstanding Service Award, which will be presented at the banquet the evening of Thursday, October 3.

Carr thanked Baka for agreeing to lead the Trustee discussion of the One Read title, “The Ruins of Us,” on September 12 at 5:00 p.m.

Monthly Reports
Powell asked for comments or questions regarding the Financial, Service and Director’s Reports, which were included in the Trustees’ packets. Smith noted that an informational session on reading financial reports will be presented later this year.
Finance Committee Report

Preliminary 2014 DBRL Operating Budget: Jones reported that the committee met on August 7 to discuss the Preliminary 2014 DBRL Operating Budget. The committee approved a motion to recommend each individual library district approve the Preliminary 2014 DBRL Operating Budget.

Smith stated that the 2014 Preliminary Operating Budget is prepared to demonstrate the need for setting the 2013 operating tax rates and to begin the process of creating the final budget. The preliminary budget does not give spending authority to the staff.

Smith reviewed the Revenue section, noting that total revenue is calculated to increase by one and eight-tenths percent due to a projected increase in tax revenue offset by an expected decrease in donations and investment interest on taxes. The tax revenue is expected to rise because of the proposed tax rates, BCLD and CCLD assessed valuation growth and new growth in all three districts. Additionally, Athletes & Entertainers’ Tax is expected to increase in the 2014 Operating Budget due to the increase in funding appropriated by the legislature.

Smith stated that the CLD has the opportunity to roll up its tax rate to 30.94 cents per $100 of assessed valuation, but the Boone County Assessor’s Office previously certified information that calculated a rate of 30.92 cents per $100 of assessed valuation. The 30.92 rate was advertised to the public. The difference in revenue to DBRL is a decrease of $228. Staff is recommending the CLD Board of Trustees set a tax rate of 30.92 cents per $100 of assessed valuation because the small loss in revenue is not worth the cost of re-advertising and scheduling a special CLD meeting. The matter will be considered by the CLD Board of Trustees at their district meeting.

Smith reviewed the Expenditures section, noting that items included in the 2014 Strategic Plan will be included in the final 2014 Operating Budget; examples of proposed Implementation Strategies are included in the preliminary budget to make the best estimate possible. He stated that funds were re-appropriated from 2013 to 2014 for the CPL north plaza/sidewalk and renovation projects.

In summary, Smith stated that total operating expenditures are expected to increase by about four percent, which results in expenditures exceeding revenue by $1.4 million, which is due mainly to re-appropriating the CLD re-carpeting and modifications and the north plaza/sidewalk projects from the CY 2013 Operating Budget. This results in an estimated Fund Balance of $7.7 million at the end of CY 2014. He explained that the expenditures over revenues means we are using monies saved in Fund Balance or re-appropriated from the CY 2013 Operating Budget to accomplish projects that were saved for over time. The ending Fund Balance is divided into three savings categories for future capital needs: Future Improvements to Buildings Owned by the District (estimated for the next five years), Future Furniture and Equipment Replacement (estimated for the next five years), and Implementation of the Strategic Plan.

Audit RFQ: Smith stated that the Finance Committee moved to recommend approval of Williams-Keepers LLC’s bid for audit services. The contract is for three years with the option for two one-year renewals. Jones noted that the committee discussed factors including the experience of the firms with library systems, technical expertise and the bid amounts before recommending Williams-Keepers LLC.

ACTION: The motion comes from the Finance Committee to approve Williams-Keepers LLC’s bid for audit services. The motion passed.
CPL Parking Space Lease: Carr stated that she met with Columbia Public Schools (CPS) Superintendent Chris Belcher regarding leasing the twelve eastern-most spaces (closest to the water tower) in Lot A for the use of staff at Grant Elementary School. The Finance Committee discussed cost, safety and staff displacement. Carr stated that if twelve spots are leased, an average of 204 parking spaces will be left for patrons. The spaces will be marked and specific teachers and vehicles will be assigned to specific spaces. CPS will be expected to carry a separate insurance rider for slips and falls or damage to CPS employees’ vehicles.

As provided for in the agenda, the board recessed to individual library district meetings at 6:43 p.m. The board reconvened at 6:52 p.m.

District Board Reports
Boone County Library District: Carner reported that the BCLD Board approved the Preliminary 2014 DBRL Operating Budget and set the 2013 BCLD operating tax rate at 30.36 cents per $100 of assessed valuation.

Callaway County Library District: Luebbert reported that the CCLD Board approved the Preliminary 2014 DBRL Operating Budget

Columbia Library District: Baka reported that the CLD Board approved the Preliminary 2014 DBRL Operating Budget and set the 2013 CLD operating tax rate at 30.92 cents per $100 of assessed valuation.

Finance Committee Report (Continued)
CPL Parking Space Lease (Continued): The board members discussed further logistics relating to a possible lease and agreed that renewing on a six-month basis will allow flexibility to modify the agreement in response to any concerns that arise.

ACTION: Luebbert moved, Daly seconded authorizing Carr to negotiate and enter into a contract with CPS for the lease of twelve parking spaces in Parking Lot A. The motion passed.

Old Business
2013 Implementation Strategies – CPL Carpet Replacement and Modifications RFP: Smith stated that the amount budgeted for carpet replacement at CPL was 1.4 million dollars. A budget amendment was to be proposed for the cost of the first-floor modifications once the cost of those modifications was known. However, after receiving bids from contractors for the project, staff estimates that both the carpet replacement and first-floor modifications can be accomplished within the originally-budgeted amount. One factor that may yet affect costs is the moisture levels in the concrete. Moisture tests will be conducted and sealant must be purchased and applied if the moisture levels are too high.

Three bids were received in response to the RFP and staff recommend accepting the bid from PCE. Smith reminded the board that Fry-Wagner is contracted to move shelving and furniture, and Tech Electronics will handle modifications to the security cameras and first floor hallway security door. Furniture and Equipment needs will be bid separately.

Smith stated that staff hope to keep the library open to the public throughout the project, but the possibility exists of closing during carpet removal or if a short closure would significantly shorten the overall length of the project.
In response to a question from Crumbliss, Smith state that staff are flexible as to the time of day and the days worked by the crews, but no work is expected on Sundays. The exact schedule will be determined in the next few weeks.

In response to a question from Groshong, Smith stated that some staff members may work at other facilities when their workspace at CPL is being renovated or re-carpeted.

Carr stated that managers are being flexible with staff who wish to save vacation hours for use during the project.

In response to a question from Young, Carr stated that the public announcement is being created by St. John.

**ACTION:** Luebbert moved, Baka seconded approving PCE’s bid proposal for the CPL re-carpeting and modifications project.

For the benefit of new Trustees, Luebbert noted the circumstances that led to the re-carpeting project being postponed from 2012 and included with the renovations project.

**Miscellaneous**
Jones thanked those present for their expressions of concern and support during his recent hospital stay.

**Public Comment**
There were no members of the public in attendance.

**Staff Comments/Announcements**
There was no comment from the staff members in attendance.

**Board Comments/Announcements**
For August’s Trustee Activity, Powell suggested the board members bring visitors to the Civil War exhibit and tell others about the exhibit.

**Adjournment**
Powell adjourned the meeting at 7:20 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary