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).

The roll was taken with each Trustee responding with their place of birth. 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; Terry K. Higgins; Jim Jones, Warrant Officer; Michael Luebbert; Powell, President; Gena Scott and MaryEllen Sievert. Lynn Hostetler and Bill Young were absent.

Also in attendance were DBRL Director Melissa Carr and staff members Elinor Barrett, Amanda Burke, Patrick Finney, Melanie Henry, Pat Kopp, Doyne McKenzie, Patricia Miller, Greg Reeves, Jim Smith and Mitzi St. John.

Carr announced that as of September 1, Finney is the Outreach Manager as well as the Circulation Manager. This transition is due to the impending retirement (in August 2014) of long-time Outreach Manager Karen Neely.

Public Comment

There were no members of the public in attendance.

Approval of Minutes

Powell asked for corrections or changes to the minutes from the meeting of August 15, 2013. Hearing none, she declared the minutes approved as written.

Director’s Comments

Carr reported that, along with University City Public Library and Kansas City Public Library, DBRL is one of three finalists for the MOREnet grant of $330,000 over three years to support a research project centered on 21st century library transformation. Carr thanked Reeves for leading the group effort. The staff were interviewed by MOREnet personnel this morning and the award recipient will be announced on September 26. Carr noted that the process of writing the grant proposal has been helpful for staff to organize ideas for the maker space and the evolution of the Digital Branch.

Carr reported that the Columbia Public Schools Board approved the contract to lease twelve parking spaces in Lot A of the Columbia Public Library. The lease is through December 31, 2013. By early December, the two groups will decide if the lease will be renewed.

Carr reported that staff continue to discuss and provide options for access and services to a patron who has suggested that the library install an exterior elevator on the south side of CPL from the parking lot up to the main floor.

Carr thanked Baka for leading the Trustee discussion of the One Read title, “The Ruins of Us,” prior to today’s meeting.

McKenzie spoke about the Collection Development Plan, noting that there have been great changes in technology and how patrons use the library since this document was last distributed to the Board in March, 2011.
Six selectors are assigned to the areas of Adult Fiction, Adult Non-Fiction, Children’s, Reference, Periodicals and Audio/Visual. The ordering process is now electronic and streamlined so that multiple formats of one title can be selected with just a few clicks. Reviews of the material are displayed on the vendor’s website so staff do not have to look for each review separately. Selectors order titles up to six months in advance of publication, and patrons can put holds on the ordered titles even before they are published.

Staff continue to be aware of changing technology, devices and methods of providing service. Even though technology may exist, it may not be the most usable in the library environment.

One new technology that is being implemented soon is Zinio. A contract has been signed to make 101 magazine titles accessible to our patrons beginning October 1. All users can access the same issue of a magazine at the same time, and each issue remains on the user’s device until they delete it.

Another tool that staff are planning to implement is Collection HQ, a service that helps staff manage and promote the collection. This resource will generate performance reports that help staff manage benchmarks regionally and by facility. Once implemented, it will take at least one year to start seeing emerging trends.

Finally, staff continue to look at products to offer downloadable music and video to DBRL patrons.

In response to a question from Beahon, McKenzie stated that the reviews of material on vendors’ websites are from third parties such as Kirkus, Publisher’s Weekly, the New York Times and Library Journal, not from laypersons or the vendor themselves.

Baka stated that she enjoyed reading the Collection Development Plan. Carr noted that the process of reviewing the document leads to constructive and stimulating conversations among staff members.

Kopp discussed the overall trend of declining circulation shown in the monthly DBRL Service Reports and the rates of circulation of various collections. She noted that the collections and locations with increasing circulation are Graphic Novels, Beginning To Read books, eBooks, audiobooks, the Southern Boone County Public Library (SBCPL) and the Library-To-Go. Kopp expects that the use of Zinio will increase total circulation. Carr noted that one change to how patrons use the library is that fewer people browse and spontaneously select additional books when they “order” books online through the holds system.

In response to a question from Beahon, Kopp stated that at least one provider is getting close to being able to offer libraries an eBook service that integrates with BiblioCommons and offers eBooks from multiple publishers.

**Monthly Reports**

Powell 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 Crumbliss, Smith stated that, at 88% received, property tax income is as expected for the year to-date. In response to a question from Hays-Martin, Carr reminded Trustees that the door counter at the new SBCPL location provides a more accurate and consistent record of patron visits than the counters at the previous facility. The placement of the door counters at the old Broadway facility caused
inflated visit totals. Additionally, patrons who enter the new facility through the program room are not counted, including the child care groups attending story time. Comparisons will be more useful after twelve full months at the Main Street location.

**District Board Reports**

**Callaway County Library District:** Luebbert reported that the CCLD Board met on August 27 and set the district operating tax rate at 19.58 cents per $100 of assessed valuation. The Trustees also reviewed Community Bookmobile stops in Callaway County and determined that, due to the low number of visitors to the stops at Mokane and Williamsburg, it will be a more efficient use of resources to mail holds to residents of those communities starting January 1, 2014. Affected patrons will be personally informed of the change as the bookmobile continues to visit those stops through December 2013.

**Columbia Library District:** Baka reported that the CLD Board met on August 15, set the debt service tax rate at 22.9 cents per $100 of assessed valuation and adopted the 2014 CLD Debt Service Budget. The Board also approved the debt service warrant and adopted the 2014 CLD Building Fund Budget. Lastly, the Board directed staff to include in the 2014 Implementation Strategies a pilot project to add one book drop to CPL’s Lot B (north parking lot).

**Old Business**

**CPL Carpet Replacement and Modifications:** Barrett described planned changes for the New Books area on the first floor, including lower shelving, face-out shelving against the north wall and new lounge seating upholstered in easy-to-clean vinyl. A special desk for the e-reader “petting zoo” will be added near the Media Desk. In response to a suggestion to put magazines in the New Books/lounge area, staff noted that patrons who are using magazines and newspapers for research prefer to be in a quieter part of the building. However, the launch of Zinio will allow patrons to download and read magazines wherever they choose.

Barrett added that two self-check stations will be installed along the north wall.

Smith stated that staff suggest obtaining a quote from Timberline Custom Cabinets (Timberline) for the moveable display tables and custom wood shelving units. Timberline is the subcontractor for the other millwork included in the first floor renovation project, so contracting with them for the new tables and shelves would give the first floor millwork a unified look. Timberline also built the shelving for the new SBCPL facility, so there will be no new design fees because the same design will be used for CPL shelving. Additionally, there will be no contractor markup if staff contract with Timberline directly rather than adding the pieces to the current renovations contract as a change order.

**ACTION:** Daly moved, Baka seconded the motion to waive the Policy 2-710 (Procurement) requirements to allow staff to contract directly with Timberline Custom Cabinets for the moveable display tables and custom shelving. The motion passed.

Barrett circulated a sample of recycled rubber flooring which will replace the carpet tiles in the lobby and be added to the first floor hallway to reduce cart noise for the benefit of groups who use the meeting rooms. The flooring comes in rolls and will have a non-slip coating. Staff expect it to be easier to maintain in this high-traffic area of the building. In response to a question from Carner, Barrett stated that staff have not explored integrating way-finding patterns into the flooring.
Holts Summit Library-To-Go: Carr reported that the Holts Summit Board of Aldermen approved contracting with DBRL to put a Library-To-Go at the new City Hall. The lockers will reside in the vestibule of the building, which used to be a bank. A book drop will be installed in one of the drive-through lanes. Carr stated that the city administrators have been great to work with. They are interested in advertising the Library-To-Go on the large monument sign outside the building. DBRL has been invited to join in the Grand Opening events for the new City Hall and conduct a ribbon-cutting for the lockers. Carr noted that she expects the service to be very popular based on the 5,000 holds filled for Holts Summit patrons over the previous 12 months. The lockers are expected to be on-line in October.

Luebbert circulated an issue of the Fulton Sun that reported the forthcoming locker installation on the front page.

In response to a question from Groshong, Carr stated that the lockers will initially be available Monday through Friday, 8am-7pm, and Saturday and Sunday, 8am-10am. The city administrative offices are only open Monday through Friday, 8am-5pm, but Holts Summit police officers and public works employees are kindly assisting the community by providing access to the lockers during the evenings and on weekends.

New Business

Finance Policies: Smith reviewed Policy 2-710 (Procurement) and noted that there are no suggested changes to the policy. The Trustees did not suggest edits. Smith reported that the policy will be marked as reviewed.

Smith next reviewed Policy 2-706 (Approval of Contracts, Invoices and Purchasing) and noted that the proposed changes to the guidelines simply rearrange the order of the information.

ACTION: Sievert moved, Daly seconded approving Policy 2-706 (Approval of Contracts, Invoices and Purchasing) as edited. The motion passed.

Administrative Policies: Henry introduced Policy 1-693 (Library Parking), which was created to replace and expand upon Policy 1-255 (Employee Parking). The new policy addresses public use of DBRL parking lots in addition to employee use.

ACTION: DeVore moved, Fennel seconded adopting Policy 1-693 (Library Parking). The motion passed.

Miscellaneous

There was no miscellaneous business.

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

Higgins announced the birth of a new great-grandchild.

Luebbert announced that his granddaughter requested her own library card upon their last visit to CCPL.
Baka reported that she got a friend involved in One Read who had not previously participated in the program.

**Adjournment**
Powell adjourned the meeting at 7:19 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary