Daniel Boone Regional Library
Minutes, Meeting of October 10, 2013

Call to Order, Roll Call and Determination of Quorum
Pat Powell, President, called the meeting to order at 6:00 p.m. in the Friends Room of the Callaway County Public Library (CCPL).

The roll was taken with each Trustee responding with what book they are currently reading. A quorum of members was present.

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

Also in attendance were DBRL Director Melissa Carr and staff members Elinor Barrett, Amanda Burke, Melanie Henry, Pat Kopp, Greg Reeves and Jim Smith.

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 September 12, 2013. Hearing none, she declared the minutes approved as written.

Director’s Comments
Carr reported that the Boone Electric Foundation has presented DBRL with a second gift of $4,500. The donation will be used to purchase the final shelving units for the new Southern Boone County Public Library (SBCPL) facility and remaining funds will likely be used in the Children’s area at that location. Carr noted that staff hope to have the new shelving and donor recognition plaque in place by the end of the year.

Carr stated that the grand opening of the Library-To-Go in Holts Summit was delayed due to a technical issue with the locker systems. The Board will be notified when the ribbon-cutting is scheduled.

Carr thanked the Trustees who attended the MLA Conference in St. Louis and were on hand to congratulate Rosie Gerding upon her receipt of the Virginia G. Young Outstanding Service Award.

Carr announced that DBRL staff will be celebrating William Bentley’s 35 years of employment with a reception on October 17.

The third quarter report on the 2013 Implementation Strategies was distributed and Carr stated that staff would field questions on the report at the November Board meeting. Two projects that have been at the forefront in the third quarter are the Early Childhood Literacy Area and the first floor renovation and recarpeting:

Carr reported that the Early Childhood Literacy Area will be installed at the Columbia Public Library (CPL) in the next few weeks and a ribbon-cutting is scheduled for noon on Friday, November 1. The Friends of the Columbia Public Library have donated funds so that each child who visits Friday or attends Saturday’s kids’ concert by Jim Cosgrove and the Hiccups will receive a copy of the book “My Shining Star: Raising a Child Who is Ready to Learn” by Rosemary Wells. Carr stated that the Early Childhood Literacy Area has been funded by donations from the Kelly Family Foundation and in memory of Donald and Mercein Duncan.

Barrett reported that she, Smith and Russ Niermeyer are working with the contractor to refine plans for the first floor renovation and recarpeting. A request for bids for furniture and equipment was issued this week.
and responses are due by October 30. The results will be reported at the November Board meeting. Barrett displayed samples of the finishes selected for the new furniture.

Lastly, Carr reported that IT Department Head Mike Mullet has negotiated an excellent price on five free-standing self-check machines that will replace current “desktop” self-check machines during the CPL renovations.

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 Hays-Martin, Smith stated that the Perk Desk’s financial performance has improved to the point where it breaks even some months. Staff continue to monitor its performance on a quarterly basis and make adjustments as needed. In response to a question from Hays-Martin, Carr stated that additional professional staff members began receiving up to $200 for association membership dues in CY 2013. In response to a question from Hostetler, Smith stated that the Fixed Assets line for CPL shows a large increase over 2012 because of capitalizing the furniture and equipment for SBCPL and the south parking lot resurfacing at CPL.

Carr reported that the American Music Series is off to a great start, with 65 people in attendance at the first program at CPL.

Committee Reports

Long Range Planning Committee: Harrison reported that the committee met on September 26 and recommended approval of the 2014 Implementation Strategies.

Barrett reviewed some of the key projects for 2014, including the first floor renovations and recarpeting at CPL, the Community Survey, providing streaming audio and video materials, hosting the MLA Conference, updating the appearance and organization of the Digital Branch, providing staff with continuing training on early childhood literacy strategies and augmenting children’s programming. Barrett noted that the document helps shape the budget as projects are planned and equipment purchase and replacement needs are identified. For instance, the public computers at CPL are due to be replaced in 2014 and power-assist mechanisms are needed for the entrance and bathroom doors at SBCPL.

ACTION: The motion came from the Long Range Planning Committee to approve the 2014 Implementation Strategies. The motion passed.

Risk Management Committee: Daly reported that the committee met on October 7 and discussed staff’s efforts to secure bids for a health care plan for 2014 that complies with Affordable Care Act (ACA) requirements. All DBRL employees submitted their health histories via an anonymous system in order to receive accurate bids through the Health Insurance broker. The committee also heard a report on Workers Compensation claims, which are down to one claim in 2013 thanks to staff’s continued emphasis on safety awareness. Finally, the committee reviewed Policy 2-716 (Retirement Investment) and recommended no changes. Daly noted that Boone County Commissioner Janet Thompson sat in on the meeting and inquired about a call to Boone County officials from the patron who has requested exterior elevators be installed on the south side of CPL. Carr noted that she met with the patron again the previous week, as well as some members of the Pachyderm Club, and she believed that the phone calls were made prior to that meeting.

Carr noted that the north parking lot of CPL was resealed and restriped in the past week and two handicap-accessible spaces were added at the south end of the lot (closest to Broadway).
In reference to the health care changes, Carr stated that DBRL managers and public services staff attended a presentation about the ACA in order to prepare for answering patron’s questions. Carr thanked Patricia Miller for setting up the informational session.

Daly thanked Henry and Diana Buckner for their careful review of the ACA in preparation for the required changes.

**New Business**

**Finance Policies:** Smith reviewed Policy 2-705 (Investment and Bank Accounts) and noted that the suggested changes are mainly for clarity as to what action would be taken if DBRL decides to withdraw from the current investment pools.

ACTION: Hostetler moved, Jones seconded approving Policy 2-705 (Investment and Bank Accounts) as edited. The motion passed.

Smith next reviewed Policy 2-716 (Retirement Investment). As noted by Daly, the policy was reviewed by the Risk Management Committee and no changes were suggested. No further changes were suggested by the Regional Board. Smith stated that the policy will be marked as reviewed.

In response to a question from Young, Smith stated that the current Registered Investment Advisor has been advising DBRL for three years and is on a five-year contract.

**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**

Daly announced that on Saturday she is accompanying a friend and long-time Columbia resident on her first-ever visit to CPL.

Luebbert noted that the Churchill Museum on the Westminster Campus has recently been renovated and he recommends visiting.

Powell announced that the Trustee activity for October is to learn something new about DBRL or try a service you have not tried before.

**Adjournment**

Powell adjourned the meeting at 6:47 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary