Daniel Boone Regional Library
Minutes, Meeting of November 14, 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 Virginia G. Young Room of the Columbia Public Library (CPL).

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; Terry K. Higgins; Lynn Hostetler; Jim Jones, Warrant Officer; Powell, President; Gena Scott and Bill Young. Tonya Hays-Martin, Vice-President/Secretary, Michael Luebbert and MaryEllen Sievert were absent.

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

Public Comment
Members of the public in attendance were: Troy Balthazar of the Great Plains ADA Center and the Mid-Missouri Advocacy Coalition, Dawn Zeterberg, Sherry Berry, Fred Berry and Dorothy Stoerker-Peters. Stoerker-Peters related her difficulties accessing CPL by the ramp on the south side of the building and stated that climbing the south staircase is “impossible” and crossing Broadway from the north parking lot is “treacherous.” She requested an alternative method for patrons to get to the first floor of the library from the south parking lot.

Crumbliss entered the meeting.

Berry acknowledged that DBRL staff have provided many options for disabled patrons but finds that CPL is not fully accessible. He believes that disabled patrons aren’t voicing their difficulties to the library, but he hears about this in his social circle. He stated that he has spoken to an architect and a company that sells exterior elevators. The group would like to assist in developing options to increase accessibility and Berry believes that the cost can be offset by private funding.

Balthazar stated that there is a difference between minimal accessibility standards and making services accessible for the widest range of people possible. He said that he did not know what form improvements may take, and those could be anything from policy changes to the addition of an exterior elevator.

Powell asked Carr to prepare a report for the Trustees on what accessibility options are currently offered and what future options are being considered by staff.

Approval of Minutes
Powell asked for corrections or changes to the minutes from the meeting of October 10, 2013. Hearing none, she declared the minutes approved as written.

Director’s Comments
Carr reported that the Southern Boone County Public Library (SBCPL) will have an open house on Sunday, November 17, from 2:00-4:00 p.m. to mark their first anniversary in the new facility, reveal the Raise the Top Shelf donor recognition piece, celebrate the final pieces of shelving that arrived this week and present the SBCPL Friends’ new book sale cart. Carr invited the Trustees to attend.

Carr announced two events that Trustees may wish to attend in 2014: the Columbia Values Diversity celebration on January 16 and MLA’s Legislative Advocacy Day on February 4. The library will have a table at the breakfast event on January 16 and Trustees should contact her if they wish to reserve a seat. The Legislative Advocacy Day is an all-day event in Jefferson City and more information will be provided closer to the New Year.

Carr inquired and there were no questions about the 3rd Quarter Implementation Strategies Update distributed at the October Board Meeting.
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**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 Jones, Smith stated that Fixed Assets for the Columbia building appear lower because the majority of the costs capitalized are recorded in the CLD Building Fund and not shown on this report.  
In response to a request from Baka, Carr stated that she will include a breakdown of Digital Branch Circulation in upcoming Director’s Reports. Carr noted that staff are considering revisions to the Service Report, and Trustees are welcome to provide suggestions. Carr noted that the January Director’s Report will include a summary of national and regional circulation trends to provide context for DBRL’s recent circulation totals.  

**Committee Reports**  
**Risk Management Committee:** Daly reported that the committee met on November 4 with advisor Chris Cottone of LaBrunerie Financial, performed the annual review of Investment Selections and also reviewed the fee disclosure statement. One fund is on the watch list, but no changes are recommended to the fund selection at this time.  
The committee then discussed potential 2014 health insurance plans with benefits specialist Tom Kayser of Sunvoldt Capital Management. Daly noted that the staff has worked hard to generate plan options that will meet the needs of DBRL employees and comply with the Affordable Care Act while staying within the library’s budget. The committee directed staff to offer two plans, one with a high deductible and Health Savings Account (HSA) option and one with a low deductible, with the two plans increasing in cost by no more than 10% compared to the 2013 single-plan rate. DBRL will contribute quarterly to the HSAs of participating employees. Carr reported that the committee’s recommendation was reviewed by the staff Health Insurance Taskforce, which was composed of a diverse set of employees representing all DBRL facilities.  
In response to a question from Beahon, Carr said that there is no age limit for participating in the high-deductible plan. Carr added that staff will be able to roll over any unspent funds in their HSA at the end of each year.  

**Finance Committee:** Jones reported that the committee met on November 7 and reviewed the draft Final CY 2014 Operational Budget in detail. The committee recommended each District Board approve the budget. Smith provided an overview of the budget, noting that the goal is to fund the ongoing operational costs of DBRL and accomplish the Implementation Strategies developed for the upcoming year.  
Smith reviewed the Revenue section. Total Revenue is calculated to increase by two percent due to a projected increase in tax revenue offset by an expected decrease in investment interest and donations. If the impact of decreased donations on both revenue and expenditures is excluded, Smith stated that the increase in Total Revenue would be two and seven-tenths percent.  
Smith reviewed the Expenditure Section. The Salaries and Benefits budget is expected to increase two and six tenths percent from the 2013 Operating Budget due to a three percent across-the-board raise and a ten percent increase in benefit costs, which is partially offset by employee turnover. DBRL staff and the Risk Management Committee both recommended offering a dual health insurance plan for 2014. Budget calculations are made by estimating 72% staff participation in the health insurance plan and 75% participation in the dental plan.
The Library Materials budget is expected to increase by five percent in order to provide additional electronic resources and continue to maintain the collections at all DBRL facilities.

The General Operating category is expected to increase eleven and one-half percent from the CY 2013 Operating Budget in order to address 2014 Implementation Strategies such as updating the CPL lighting system and performing a region-wide community survey.

Building Operations and Maintenance has increased mainly due to re-appropriating funding for CPL re-carpeting, north plaza/ sidewalk and first floor renovation projects into the Building Maintenance category.

Smith explained that the “Contingency” spending category is added to the budget to offset grant and donation revenue spending. The category ensures we do not exceed our total budgeted expenditures, which would be a violation of state statute.

In summary, Smith stated that total operating expenditures are expected to increase by four and three-tenths percent with one-time projects included. Capital Outlay will be used mainly for projects re-appropriated from 2013 (CLD re-carpeting and modifications) and the 2014 update to the DBRL telephone system.

The estimated Fund Balance will be more than $7.8 million at the end of 2014. To ensure funds are available for future capital needs, Fund Balance is divided into three savings categories. In response to a question from Crumbliss, Smith stated that savings in the first category, Future Improvements to Buildings Owned by the District, are estimated for the next five years with the aid of the Facilities Assessment Report prepared by CM Engineering; savings in the second category, Future Furniture and Equipment Replacement, are estimated for the next five years through straight-line depreciation; and savings for the third category, Implementation of the Strategic Plan, is unchanged from the previous year. Remaining funds are placed in the Unrestricted category. Smith stated that we are utilizing funds that had been saved in Fund Balance for the CPL re-carpeting project, the CPL sidewalk/north plaza work, and furniture and equipment replacement.

Carner and Scott complimented the staff on the usefulness of the Budget Message.

Recess
As provided for in the agenda, Powell called a recess at 6:49 p.m. so that the individual district boards could review the CY 2014 DBRL Operating Budget. The meeting resumed at 7:02 p.m.

Report from Individual Library District Board Meetings
Carner reported that the BCLD voted to approve the CY 2014 DBRL Operating Budget. Fennel reported that the CCLD voted to approve the CY 2014 DBRL Operating Budget. Baka reported that the CLD voted to approve the CY 2014 DBRL Operating Budget.

Old Business
CPL Carpet Replacement and Modifications: Smith reviewed the bids received from six companies for the furniture and equipment associated with the CPL first floor renovations.

ACTION: Daly moved, Carner seconded recommending the DBRL Board of Trustees accept the Marathon Office Interiors and Staple bid proposals, as well as the Timberline Custom Cabinets quotes, for CPL furniture and equipment as detailed on the chart entitled “Proposed Awarding of the Bid.” The motion passed.

Smith announced that electrical work on the first floor will begin in early December, including relocating one security door. Re-carpeting will begin in January and expected to continue through April. In response to a question from French, Smith stated that as soon as staff know the planned sequence for the
re-carpeting, patron accessibility in each area will be carefully addressed. Barrett added that the contractor and staff will ensure that elevator access is maintained and that pathways are kept wide enough for patrons in wheelchairs to maneuver easily.

Holts Summit Library-To-Go: Carr stated that staff began installing the new locker system that day and the Open House is scheduled for November 26 from 4:00-6:00 p.m.

New Business
December DBRL Meeting

ACTION: Daly moved, Higgins seconded cancelling the DBRL Board Meeting scheduled for December 12. The motion passed unanimously.

Miscellaneous
Powell opened the floor for discussion relating to ADA accessibility at CPL. In response to a question from Harrison, Carr stated that the library has received no complaints about accessibility from mothers with small children. Beahon suggested contacting the City of Columbia to extend the amount of time pedestrians are given to cross Broadway at Garth. Barrett noted that the crossing timer used to be even shorter prior to an appeal to the City that extended the timing to the current length. Baka stated that she will provide library staff with research she compiled previously relating to the time it takes an elderly person to cross a street. In response to a query about installing an exterior chair lift, Barrett noted that such an option is excluded due to concerns for children’s safety near unmonitored equipment and the exposure of equipment to weather and vandalism. In response to a question from Scott, Carr stated that the library has not pursued an estimate for installing further accessibility options. Barrett noted that any structural changes at the east end of the building would be affected by the unique geological conditions discovered during the 2001-02 CPL construction. Baka suggested DBRL collaborate with the PedNet Coalition regarding improving the Broadway/Garth intersection.

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
Groshong reported that many people have talked to her about her interview in About Your Library and made positive comments about DBRL.

Jones stated that the databases available on the Digital Branch are amazing and urged his fellow Trustees to explore the wide range of resources.

Adjournment
Powell adjourned the meeting at 7:25 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary