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; Dorothy Carner; Angie Crumbliss; Susan Daly; Mary Fennel; John French; Lisa Groshong; Philip Harrison; Tonya Hays-Martin, Vice-President/Secretary; Terry K. Higgins; Lynn Hostetler; Jim Jones, Warrant Officer; Michael Luebber; Powell, President; Gena Scott; MaryEllen Sievert and Bill Young. Mary Ann Beahon was absent.

Also in attendance were community member Danielle Kanclerz, DBRL Director Melissa Carr and staff members Elinor Barrett, Amanda Burke, Patrick Finney, 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 November 14, 2013. Hearing none, she declared the minutes approved as written.

Director’s Comments
Carr reported that Idenia Thornton is celebrating her 45th anniversary of employment with DBRL and staff will have a reception for her on Wednesday, January 22. Carr circulated a card for the Trustees to sign.

Carr noted the requested report on Accessibility Options that was included in the packet. Carr discussed the customer service focus that DBRL is known for, noting that phone calls to the library are answered by human beings and the majority of circulation is checked out by staff and not automated systems. These points of contact are important for DBRL, and staff have typically approached accessibility requests in the same way – with personalized assistance. Carr stated that the possibility has been raised of conducting an ADA Title II Self-Evaluation and Transition Plan. Staff believe a regional accessibility self-assessment would be beneficial in preparation for the next cycle of strategic planning. Staff recommend the board authorize for 2014 an investigation into the process, with the potential of adding action items to the 2015 Implementation Strategies that result from the 2014 investigation.

In response to a question from Young, Carr stated that there is currently no sign at the bottom of the ramp that tells patrons how to ask for assistance, but a current grant submission includes a provision to install a marked buzzer. Carr also stated that a future issue of About Your Library will include DBRL’s range of accessibility options in an attempt to further promote those resources. St. John added that each program guide has contact information for patrons to request assistance. French suggested publicizing DBRL’s accessibility through Services for Independent Living. Carr replied that the current grant submission also includes the objective of developing a brochure to send to retirement centers and social services organizations. She noted that she has previously distributed accessibility information via a local network of ministers. In response to a question from Hostetler, Carr stated that patrons needing assistance typically call either the main phone number or Melanie Henry’s phone number, as she is the ADA Coordinator on staff. She noted that staff are proactive about offering services to patrons who appear to need assistance.
Carr also talked to Richard Stone at the City of Columbia about the timing at the Broadway/Garth crosswalk, and the amount of time currently allowed exceeds the amount of time suggested for people in wheelchairs to cross safely. Stone stated that the crosswalk at this intersection will be reviewed again in 2015.

**ACTION:** Sievert moved, Hostetler seconded authorizing staff to investigate and recommend a process to complete an ADA Self-Evaluation and Transition Plan for the regional system as part of the 2014 Implementation Strategies.

Carr noted that Henry may attend a conference on the subject in her capacity as the library’s ADA Coordinator. In response to a question from Jones, Carr stated that the assessment of the facilities may be performed by a third party; the proposed research in 2014 is expected to clarify the best way to proceed.

**ACTION:** The motion was approved unanimously.

Carr announced that Shelley DeVore moved out of the CLD and had to resign from the Board. Applications for the vacant seat will be accepted via the City of Columbia website between January 22 and February 7.

Carr announced that the Friends of the Columbia Public Library voted to donate $80,000 to CPL! Carr commended the volunteers for their hard work and asked the Trustees to express their thanks when they meet one of the Friends.

Carr distributed the laminated “quick facts” cards with final 2013 statistics.

Lastly, Carr corrected a statement made at the November 2013 DBRL Board Meeting. There is an age cap of 65 years for participation in the Health Savings Account. Carr noted that enrollment for the new health plans went well.

**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 Hostetler, Carr stated that the “State Peers” show higher circulation totals because those libraries serve areas with greater populations than DBRL. French requested information on how many books patrons request that are not in the DBRL collection. In response to a question from Young, Carr stated that the materials budget has been adjusted to respond to the demand for e-materials. Jones noted the interesting correlation between Internet Computing Sessions, which are declining, and Wireless Access Point Uses, which is rising sharply due to the popularity of phones, e-readers and other personal devices that connect to DBRL’s WiFi.

In response to a question from Baka, Carr stated that the company “Hoopla” mentioned in the Director’s Report is an online audiobook, music and video service provider that DBRL has contracted with and will use to offer streaming and downloadable audiobooks later this spring. The library pays for the service by the number of uses instead of buying a particular number of copies of each title. A title can be checked out by an unlimited number of patrons at the same time.

**District Reports**
Columbia Library District: Baka reported that the CLD met prior to the regional meeting and approved Mike Wagner as their representative to the TIF Commission.

**Old Business**
2013 Implementation Strategies – 4th Quarter Report: Powell asked for questions on the report; there were none. Carr noted that several projects were carried over to 2014, mostly related to the CPL carpet replacement and first-floor modifications.

CPL Carpet Replacement and Modifications: Barrett stated that recarpeting will start on February 3, beginning with the Hobbs and Outreach rooms. Staff have performed walk-throughs with the contractor and subcontractors. In response to a question from French, St. John stated that PR is creating signage to inform patrons of what areas are under construction and where to locate programs. In response to a question from Jones, Barrett stated that we will keep in communication with the AARP volunteers during tax season so that both their work and the recarpeting proceed smoothly. Carr added that the March DBRL Board Meeting will be in Ashland in order to have one fewer meeting scheduled at CPL during the process.

Smith stated that, as discussed in 2013, a moisture test was conducted and the slab in the lobby and the first-floor hallway will need moisture mitigation prior to laying the new carpet. Funds were budgeted for this potential cost and will now be used. Powell noted that she inquired about the necessity of the treatment and, learning that the treatment is required to proceed, authorized the expenditure of the budgeted funds. In response to a question from Daly, Smith stated that the treatment includes a moisture-preventing sealant. Barrett added that contractor Craig Simon states that slab moisture is increasingly common in this region. Additionally, Matt Kriete from ESS is reviewing the moisture test results.

New Business

Financial Policies

Smith reviewed the policy and procedural changes suggested for each document. Policy 2-701 (Budget) had several procedural changes, most notably an addition to formalize the long-time practice of applying across-the-board raises only to employees that have completed their probation period, while noting that any base salary adjustments apply to all employees. Also, a change to how tax rate notices are advertised in local papers will save DBRL money; the print notices will be shortened and direct taxpayers to the library’s website to view full the full text.

ACTION: Daly moved, Jones seconded accepting Policy 2-701 (Budget) as presented. The motion passed.

The Procedures section of Policy 2-714 (Staff Travel, Conference and Training Expenses) was revised so that in-state travel days will be reimbursed depending on the time of travel, not to exceed 75% of the federally-established per diem, rather than reimbursing 75% of the per diem no matter what portion of the day was in travel status. Crumbliss suggested wording changes to paragraph 1 of the Procedures.

ACTION: Daly moved, Fennel seconded accepting Policy 2-714 (Staff Travel, Conference and Training Expenses) as presented. The motion passed.

Policy 2-730 (Board of Trustees Membership, Conference and Travel Expenses) was also edited so that in-state travel days will be reimbursed depending on the time of travel, not to exceed 75% of the federally-established per diem, rather than reimbursing 75% of the per diem no matter what portion of the day was in travel status. Additional changes to the Policy section were made for clarity.

ACTION: Baka moved, Jones seconded accepting Policy 2-730 (Board of Trustees Membership, Conference and Travel Expenses) as edited. The motion passed.
Smith stated that Policy 2-709 (Payroll Processing) was edited to include HSA accounts as an option for salary redirection.

ACTION: Harrison moved, Sievert seconded accepting Policy 2-709 (Payroll Processing) as edited. The motion passed.

**Miscellaneous**
There was no miscellaneous business.

**Public Comment**
Kanclerz introduced herself.

**Staff Comments/Announcements**
Carr read a note of appreciation from a patron to the staff of CPL.

**Board Comments/Announcements**
Higgins announced the birth of her seventh great-grandchild.

Powell stated that the activity of the month is to contact one civic organization, let them know the library has volunteers available who can make presentations about library services and suggest presenting in April as part of National Library Week.

**Adjournment**
Powell adjourned the meeting at 7:07 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary