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

Also in attendance were Columbia City Manager Mike Matthes, TIF Commission Representative Mike Wagner, Matt Kriete of ESS, Andrew Denney of the Columbia Daily Tribune, DBRL Director Melissa Carr and staff members Elinor Barrett, Amanda Burke, Patrick Finney, Melanie Henry, 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 January 16, 2014. Hearing none, she declared the minutes approved as written.

Proposed Columbia Tax Increment Financing (TIF) District
City Manager Mike Matthes discussed the TIF process, a financing tool with a public process established by state law.

Crumbliss entered the meeting.

Matthes stated that the proposed TIF District would finance several public projects that are necessary to support growth in the downtown area and he provided a handout listing the suggested projects. The suggested public projects were recommended by two public planning processes – the 2006 study by Sasaki & Associates (Sasaki Plan) and the 2010 “Charrette” facilitated by H3 Studio, Inc. (H3 Charrette). The City has not been able to fund any of the recommended projects to date, and Matthes stated that the projects will not be funded without implementation of the TIF District. Matthes noted the strain on the existing utilities.

Matthes noted that TIF Districts can shortchange taxing jurisdictions, and he proposed a “shared increment” plan to compensate taxing jurisdictions for rising cost of expenses over the life of the TIF District. An outside consultant will be used to calculate what each taxing jurisdiction receives from the shared increment of tax revenue growth. Matthes stated that the TIF District will not harm the Columbia Library District, and he hopes to return even more than the base percentage that would keep the CLD “whole.” Matthes proposed an annual recheck of the shared increment with adjustments as necessary.

Matthes noted that the City Council will vote on using a TIF to finance the proposed project list on Monday, February 17.

In response to a question from Powell, Matthes said that the City is not putting a bond issue on the ballot because he doesn’t believe the citizens would vote for it.

In response to a question from Beahon, Matthes said that the increase in students that would live in downtown housing are mainly expected to come from out of state, and that Mizzou attracts those students by being a competitively priced university.
In response to a question from Jones, Matthes said that alternative funding plans by City Councilors Skala and Thomas address only one public project each, rather than an extensive list of projects.

Groshong expressed her concern that developers are building projects that are “out of scale” with Columbia.

In response to a question from Hostetler, Matthes said he proposes to give back to the taxing jurisdictions any tax income growth from new levies.

French expressed his hope that the shared increment will allow the library to develop as it has in the past. He inquired if it is possible for a taxing jurisdiction to be exempted from the TIF District, and Matthes said the state statute does not address that but he could research the possibility.

Baka noted that more students downtown will result in more patrons using the library and the library must have the resources to serve the increased visitors.

In response to a question from Jones, Matthes stated that personal property tax is not affected by the proposed TIF District.

In response to a question from Jones, Matthes stated that the new City Hall was built using monies previously used for rental payments on other facilities.

In response to a question from Carr, Matthes stated that the Ameren UE site, once purchased by the City, would be taken off the tax rolls. He added that the H3 Charrette called for redeveloping the Ameren UE site and there are several potential uses, including some that may produce property tax.

Carr noted that the proposed TIF District provides about 9% of the CLD’s property tax revenue, and property tax revenue comprises 95% of the library’s income.

In response to a question from Hostetler, Matthes stated that consultants will not begin working on calculating the shared increment percentages until after Monday’s City Council meeting.

Wagner stated that he intends to relay all new information to DBRL personnel as soon as he receives it and he is happy to receive questions from the DBRL Board to the TIF Commission. He noted the challenge of representing three taxing entities and representing all their opinions with one vote.

In response to a question from Young, Matthes stated that there is no formal deadline to establish the proposed TIF District, simply a sense of urgency to fix the infrastructure.

In response to a question from Crumbliss, Matthes stated that small projects like a proposed McDonald’s cannot be built with the existing infrastructure.

Carr noted that the TIF District will take at least 45 days following the next TIF Commission meeting, due to the requirement that a public forum is announced 45 days prior to it taking place.

Matthes, Wagner and Denney exited the meeting.

Old Business

2014 Implementation Strategies – Bid for CPL North Plaza and Sidewalk Repair: Kriete reviewed the bid history including the poor bid climate in 2013 that resulted in the library postponing the project until 2014. Five contractors attended the pre-bid meeting this winter but only one bid was received and the bid was higher than estimated for the project. Kriete will work with the contractor, Christensen Construction (Christensen), to try to reduce costs if the bid is accepted. However, the contractor cited the substantial risk inherent in the busy, public space as a reason for the high bid. Kriete will investigate whether or not risk can be reduced for the contractor. He noted that the bid
estimates have been within 10%, historically, and this result was unexpected. Kriete stated that the sidewalk has deteriorated significantly in the past year. He noted that DBRL staff have contracted with Christensen in the past and finds them to be a reputable company. Smith added the bid was entered with the intent to be a competitive bid, as Christensen did not know that the other contractors had withdrawn their interest. In response to a question from Crumbliss, Kriete said that the non-bidding contractors cited the project’s difficult location and potential for liability. Luebbert speculated that the project will cost even more if delayed further.

**ACTION:** Luebbert moved, Young seconded to approve the Christensen Construction bid proposal for the CPL north plaza and concrete repair and light bollard replacement not-to-exceed $178,209 contingent upon each library district approving the proposed 2014 budget amendment.

In response to a question from French, Kriete said that the outcome of the proposed TIF District probably would not have much effect on the bidding climate if this project was re-bid.

In response to a question from Baka, Kriete attested that improvements to the north plaza are included in the project. The decorative granite pavers will be set into concrete, and the concrete will be poured to a thicker depth.

In response to a question from Hays-Martin, Smith stated that staff plan to keep the north entry open during construction and build an accessible walkway around the work site for patrons who need a flat, direct route into the building from the north parking lot. Carr added that the staff parks north of the library and staff have spent years encouraging patrons to park north of the library. Barrett noted that the City busses drop off north of the library and bike parking is on the north plaza.

In response to a question from French, Kriete stated that the project can begin in March if weather allows, and it is expected to take 90 days.

**Powell stated that the north plaza in its current form is a liability.**

**ACTION:** The motion passed.

Kriete exited the meeting.

**Director’s Comments**

Carr noted the library district merger information in her report and asked the Trustees to contact her with questions. She added that she asked the bond counsel working with the CLD to review the summary and that attorney affirmed that it was correct.

Carr stated that the Mayor will be appointing a CLD Trustee on Monday, February 17, to fill the seat vacated by Shelly DeVore.

Carr reported that MLA’s Legislative Advocacy Day was postponed from February 4 to March 4 due to inclement weather. Trustees that wish to participate on March 4 should contact her.

Following up from a question about inter-library loans (ILL) from the January Board Meeting, Carr stated that DBRL patrons borrow around 350 items through ILL each month and our staff fulfills about the same number of requests from other libraries each month. Carr also stated that staff receive about 200 suggestions per month about materials to purchase, and many of the suggestions are for materials that are yet to be published. This indicates that our patrons keep up on publishing news.

Carr reported that the Centralia Public Library is going for a tax increase in April, from $0.30 per
$100 of assessed valuation to $0.55 per $100 of assessed valuation.

Baka circulated a thank you card for the Friends of the Columbia Public Library. Carr noted that the Friends delivered their donation of $80,000 to the administrative office yesterday.

**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 Powell, Smith confirmed that the tax receipts were normal for the preliminary report. The amounts will be adjusted after receiving the final financial reports of the City and County. In response to a question from Jones, Smith stated that SBCPL rent was paid through October as negotiated at the time DBRL contracted with owner McKinney Properties, due to the library’s requirement that the contractor pay his employees prevailing wage.

**Committee Reports**

**Evaluation Committee**: Carner reported that the committee met on January 27 and again prior to this meeting. The committee developed a timeline for the annual Director’s Evaluation and approved the questions that are to be distributed to Trustees on February 14. The committee decided to offer staff the opportunity to give feedback during this year’s process, as their input had not been included for several years. The staff will be requested to fill out a web-based survey and their responses will be anonymous and sent directly to Carner. The committee will meet again on April 2 to review the collected information.

**Old Business, Continued**

**2014 Implementation Strategies – CPL Carpet Replacement and Modifications**: Barrett stated that recarpeting began on Monday in the Outreach Department and has already moved to the Children’s Area. The process has not been excessively noisy or dirty so far. Carr complimented the staff on their flexibility and positive attitudes. In response to a question from Crumbliss, Carr stated that the new estimated completion date for the entire project is mid-summer. Powell complimented St. John on the Facebook posts updating patrons on relocated programs and materials.

**2014 Implementation Strategies – Bookmobile Changes**: Finney reported that bookmobile services have been discontinued in Mokane and Williamsburg after talking with patrons in person over the course of the last three visits at each location. Patrons were very understanding and staff have arranged to deliver materials by other means to those affected.

**2014 Implementation Strategies – CCLD Marketing Plan**: St. John and Reeves discussed progress made to promote CCLD programs and services, as well as emphasize CCLD’s connection to the DBRL system. St. John stated that coverage from The Fulton Sun increased from 10 stories in 2012 to 23 in 2013. These figures do not include regular features such as Literary Links. The DBRL logo was added to door signage at CCPL, and a welcome banner with the DBRL logo will be installed by the building’s main entrance. New *One READ* and Summer Reading banners have been designed to fly over Broadway in Ashland and Market Street in Fulton. They include the DBRL name and logo so they can be used region-wide. Due to staff’s push to sign up new patrons, total library card holders in the CCLD increased from 16,845 in 2012 to 17,064 in 2013. Reeves discussed the partnerships CCPL staff have made with community groups such as Friend to Friend, which promotes literacy in north Callaway County, the county’s schools and companies like Socket. Staff organized more co-sponsored programs in 2013 than in 2012. St. John noted that the installation of the Library-To-Go in Holts Summit provides visibility for the library in south Callaway County.
Upcoming projects include the development of a CCLD-specific brochure and a webinar series, meeting with county officials and installing the welcome banner.

Beahon thanked St. John and Reeves for their work.

**New Business**

**CY2014 Operating Budget Amendment:** Smith stated that the proposed budget amendment would fund the north plaza and sidewalk repairs as previously discussed. Powell called for public comment; there were no members of the public in attendance.

As provided for on the agenda, the regional meeting recessed to individual district board meetings at 8:10 p.m. The meeting resumed at 8:14 p.m.

**District Reports**

**Boone County Library District:** Carner reported that the BCLD Board met and approved the 2014 DBRL Operating Budget amendment in the amount of $125,209.

**Callaway County Library District:** Luebbert reported that the CCLD Board met and approved the 2014 DBRL Operating Budget amendment in the amount of $125,209.

**Columbia Library District:** Baka reported that the CLD met Board and approved the 2014 DBRL Operating Budget amendment in the amount of $125,209.

**New Business, Continued**

**Financial Policies:** Smith noted that no changes were suggested to Policy 2-708 (Mileage Reimbursements). Standard distances between DBRL facilities and the new locker system in Holts Summit were added to the procedures. There were no questions on Policy 2-708.

**Miscellaneous**

Carr noted that the TIF proposal has changed since she met with Matthes in January and further changes are possible.

**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**

Beahon invited the Trustees to a Fulton Rotary Club event at Sir Winston’s Restaurant and Pub in Fulton on February 28 to raise money to buy solar lights for children in Fulton’s sister city of Kibungo, Rwanda, so that they can study at night in their homes, which lack electricity.

Powell stated that the activity of the month is to attend a non-Board-related DBRL activity or program.

**Adjournment**

Powell adjourned the meeting at 8:19 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary