Daniel Boone Regional Library  
Minutes, Meeting of March 13, 2014

Call to Order, Roll Call and Determination of Quorum
Tonya Hays-Martin, Vice-President, called the meeting to order at 6:00 p.m. in the Meeting Room of the Southern Boone County Public Library (SBCPL).

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

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

Public Comment
There were no members of the public in attendance.

Approval of Minutes
Hays-Martin asked for corrections or changes to the minutes from the meeting of February 13, 2014. Young noted one misspelled name, and Hays-Martin declared the minutes approved as corrected.

Director’s Comments
Library Advocacy Day (LAD): Carr reported that MLA’s Library Advocacy Day was held on March 4 after being postponed from February 4 due to inclement weather. French and Powell joined Carr, Reeves, and librarian Seth Smith to meet with the region’s legislators. Carr stated that it was a very enjoyable and worthwhile trip. She circulated a handout from the Missouri State Library that MLA distributed at LAD. Carr reported that the bill regarding third-party vendors’ confidentiality passed through the House of Representatives on the consent agenda.

Dolly Parton Imagination Library: Carr reported that the Heart of Missouri United Way (HMUW) board recently voted to end its association with the Dolly Parton Imagination Library (DPIL). HMUW has been the fiscal agent and fundraiser since the program’s inception. DBRL staff processed registrations and the Friends of the Columbia Public Library funded the first book given to families in the hospitals. New enrollment in DPIL was immediately halted until the future of the program is clearer; children currently enrolled will receive books through June unless more funding is raised.

A community group including DBRL staff members is exploring ways to continue offering some version of DPIL, but have only 6-8 weeks to form a plan before notice must be given to the DPIL Foundation. The first issue was to find a new fiscal agent to receive and manage donations. On Wednesday evening, the DBRL Foundation Board agreed to be that fiscal agent.

Carr noted that there are over 4,600 children between the ages of birth and 5 years currently enrolled in DPIL in Columbia. In Fall 2013, the first enrollees in DPIL entered Kindergarten.

In response to a question from Beahon, Carr stated that the frequency with which books are sent to enrollees cannot be decreased according to the rules of the program, but the program could be restricted to fewer ZIP codes. One benefit of participating in the official DPIL program is that the DPIL Foundation prints and processes the book mailings and covers a portion of the cost.

Young inquired as to HMUW’s rationale for defunding the program, especially in the wake of their decision to focus exclusively on youth. Carr stated that she believes HMUW plans to only fund
Daniel Boone Regional Library
Minutes, Meeting of March 13, 2014

other organizations’ programs in the future and not manage any programs from within its organization.

Beahon suggested contacting local Rotary International clubs, as they participate in many literacy-related programs.

In response to a question from Young, Carr stated that anyone who wishes to help continue the program can donate to the DBRL Foundation and put DPIL in the memo line.

In response to a question from Hostetler, Carr stated that, at the current enrollment level, the project costs about $120,000 per year.

In response to a question from Beahon, Carr stated that the guidelines of the program prohibit appealing for funds directly to the families who receive the books.

SBCPL Facility Update: Carr noted the beautiful donor recognition piece which was installed in the lobby of the building since the last board meeting in this facility. Neely stated that years of planning by staff and the Board have paid off with the facility reflecting the community. She said that patrons feel comfortable in the library and love its design. The photo mural has been a special addition. People bring their family members to see the photos, and DBRL staff gather stories and information about the people and events represented. Neely added that the meeting room has been well-utilized by both staff and the public, and the strong WiFi connection has been greatly appreciated.

Hays-Martin stated that the community’s love for SBCPL is apparent.

Monthly Reports
Hays-Martin 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 explained a few entries in the Financial Report that show large differences compared to the same month in 2013:

• Checking shows a higher balance in February 2013 due to a warrant request being processed along with receiving an automatic property tax transfer from Callaway County Collector. In contrast, we did not request a warrant to be processed in 2014, which resulted in a lower balance on-hand.

• Callaway Savings is higher in February 2013 due to the timing of transfers to the DBRL account at Landmark Bank.

• Due From Foundation is higher in February 2013 and represents amounts outstanding from the Foundation for annual campaign expenses and second grade field trip transportation costs, as well as one-time expenses for SBCPL new book shelving and the CPL Early Learning Activity Area at CPL. The Foundation had fewer projects open at the previous year-end. The outstanding amount is expected from the DBRL Foundation by the end of March.

• Construction in Progress “Current Year” column reports the CPL capital re-carpet and modification costs that have accumulated as of December 31, 2013. These costs will be capitalized under Columbia Building once the project is complete in CY 2014.

In response to a question from Hostetler, Smith explained the Investment Interest on Taxes “Year to Date-Actual” amount of $206,555 includes the reversal of the prior year unrealized loss on investments recorded at December 31, 2013 in accordance with GASB (Governmental Accounting Standards Board) Statement 31. Smith stated the prior year loss is reversed to reflect the true cash
balance because Boone County and the City of Columbia intend to hold the investments until the value is recouped.

In response to a question from Young, Carr stated that staff track spending by materials category and expense for e-materials has definitely risen over the last several years in correlation with demand. In response to a question from Carner, Carr said that OverDrive provides the option for multiple user licenses. Another service that DBRL will begin using in April, called Hoopla, has a pay-per-use model and unlimited users can download or stream each title.

**District Board Reports**

**Columbia Library District (CLD):** Baka reported that, as authorized by the CLD Board, she, Harrison, Smith and Carr interviewed financial advisors to assist with this year’s planned bond refunding. The group selected Columbia Capital Municipal Advisors (CCMA). A representative of CCMA will be present at the April 10 CLD Board meeting to discuss options related to the refunding.

Baka also stated that Jones, Scott and Hostetler have been appointed to the CLD Nominating Committee.

**Committee Reports**

**Finance Committee:** Jones reported that the committee met prior to this meeting for the annual pre-audit conference. The audit begins on March 17 with four days of field work with DBRL managers and administrators. The committee will meet again on April 3 to review the auditor’s findings, and the final reports will be prepared in time for the April 10 DBRL Board meeting.

**Old Business**

**CPL North Plaza Repair:** Barrett stated that she, Smith and engineer Matt Kriete have met to discuss cost reduction ideas. The current plan is to close both the north and south entrances to the lobby beginning on March 24. The south doors are expected to remain closed for one week while the installers are reflooring the lobby, and the north doors are expected to remain closed for two weeks while the north plaza is repaired. By keeping the north doors closed and routing patrons to the south side of the building, the contractor will be able to repair the whole plaza at once, rather than in stages. Expectations are that if the weather cooperates, this will reduce costs, as the project will be completed faster and there will be lower risk and liability for the contractor. Barrett added that the contractor is assigning the same crew to the north plaza as did the south parking lot in 2013, to take advantage of their familiarity with the work environment.

During the week that both lobby entrances are closed, patrons will access the building via the Secret Garden. Staff are in the process of hiring a shuttle service to transport patrons from the north parking lots.

Smith noted that some small additional project costs have been incurred for storing delivered furniture that cannot yet be installed, revising the reader tables’ heights and purchasing two yards of marmoleum to have on hand for future repairs. The costs were approved by Carr in accordance with DBRL policy. Smith stated the project is still under budget.

**CPL Recarpeting and First Floor Remodeling:** Barrett stated that the project is proceeding well and the moving and installation teams have been great to work with. Carr reported that patrons have complimented the staff on their helpfulness during the project. Barrett said that the public computers will be removed on Monday, March 17, for recarpeting in that area.
New Business
Financial Policies: Smith noted minor changes to each policy. Policy 2-703 (Receipts) has been edited to reflect the new process for depositing CCPL copier revenue. Policy 2-707 (Warrants and Disbursement of Funds) has been edited to clarify responsibilities. Policy 2-750 (Real Estate Acquisition) has been edited to clarify that ongoing maintenance and operation costs of a property under discussion will be estimated costs.

Jones suggested three further edits to Policy 2-750, which were agreed to by those present.

ACTION: Young moved, Hostetler seconded approving Policy 2-703 (Receipts), Policy 2-707 (Warrants and Disbursement of Funds) and Policy 2-750 (Real Estate Acquisition) with the recommended edits. The motion passed.

Miscellaneous
Beahon asked that the Trustees review the DBRL contract and bylaws and email her if they have any suggestions for changes that this year’s Contract and Bylaws Committee should consider.

Public Comment
There were no members of the public in attendance.

Staff Comments/Announcements
Barrett praised St. John and the PR Department for doing a great job of getting information to the public during the CPL recarpeting project.

Board Comments/Announcements
Fennel stated that she enjoyed the article suggested by Carner that was distributed to the board.

Beahon reported that the Fulton Rotary Club event on February 28 raised enough money to buy 250 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.

Hays-Martin stated that the activity of the month is to bring a guest to a board or committee meeting.

Adjournment
Hays-Martin adjourned the meeting at 7:02 p.m.

Minutes recorded by Amanda Burke, DBRL staff.