Call to Order, Roll Call and Determination of Quorum
Pat Powell, President, called the meeting to order at 6:03 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; John French; Lisa Groshong; Philip Harrison; Tonya Hays-Martin, Vice-President/Secretary; Terry K. Higgins; Lynn Hostetler; Jim Jones, Warrant Officer; Michael Luebbert; Powell, President; Gena Scott; MaryEllen Sievert; Khaki Westerfield and Bill Young. Mary Ann Beahon and Mary Fennel were absent.

Also in attendance were Steve Smith of Williams-Keepers, DBRL Director Melissa Carr and staff members Elinor Barrett, Amanda Burke, Melanie Henry, Patricia Miller, 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 March 13, 2014. Hearing none, she declared the minutes approved as written.

Post-Audit Conference with Williams-Keepers
Jones reported that the Finance Committee met on April 3, reviewed the draft 2013 audit report in detail and passed a motion recommending that the regional board accept the report.

Steve Smith of Williams-Keepers stated that the final report was issued on April 4 after reviewing the draft documents with the Finance Committee the previous evening. The auditors expressed the opinion that the financial statements are presented fairly according to GAAP (Generally Accepted Accounting Principles). Steve Smith stated that the audit team had excellent cooperation from staff and access to documentation during the field work. He noted that the financial statements were prepared by DBRL CFO Jim Smith, which is unusual in the auditors’ experience, but Jim Smith has the background and expertise to do so.

In response to a question from Higgins, Steve Smith stated that the figure $3,212,091,454 is the assessed valuation of all properties in the three DBRL library districts, upon which DBRL collects property taxes at the voted-upon rate.

ACTION: The motion came from the Finance Committee to accept the 2013 audit report. The motion passed.

Steve Smith exited the meeting.

Director’s Comments
In consideration of National Volunteer Week, Carr thanked the Trustees for their time and dedication to the library.

Carr noted that staff had not previously requested closing the libraries for a Staff Day in 2014 due to the recarpeting and renovation at CPL. Staff would like to proceed with plans for the annual training day and request closing all facilities on May 23.

ACTION: Luebbert moved, Daly seconded closing all DBRL facilities on May 23 for Staff Day. The motion passed.
Carr reminded the trustees to send any proposals for changes to the DBRL Contract or Bylaws to Beahon or Carr by next week.

Carr updated the board on work to continue Dolly Parton’s Imagination Library (DPIL) in Columbia, in the wake of defunding by the Heart of Missouri United Way. About 1,800 letters were sent to former donors this week explaining the program changes and requesting donations. Karen Taylor of the new DPIL committee has already fielded several phone calls from people who received their letters yesterday. The committee members have also sent corporate funding requests to several local companies. About $9,000 per month is needed to continue the program at the current enrollment level.

Carr stated that staff will demonstrate a new service, Hoopla, at next month’s board meeting. Patrons in the DBRL service areas, plus reciprocal borrowers from Centralia and Missouri River Regional libraries will begin using the service to download and stream movies, TV shows and audiobooks at the end of April. Additionally, Pat Kopp may give Trustees a sneak-peek at a new BiblioCommons overlay that DBRL was selected to beta-test.

Carr noted that three library districts in Missouri were successful in levying increased tax rates at the polls this week: the Centralia, Scenic Regional and Sullivan library districts.

Carr pointed out the draft Annual Report included in the Trustee’s packets. The final version will be mailed to all homes in the region before the end of the month.

Finally, Carr announced that voting on the two One READ 2014 finalists will begin on April 14. The two contenders are the fictional work Billy Lynn's Long Halftime Walk by Ben Fountain and the non-fiction title The Boys in the Boat: Nine Americans and Their Epic Quest for Gold at the 1936 Berlin Olympics by Daniel Brown.

**Monthly Reports**

Powell asked for comments or questions regarding the Financial, Service and Director’s Reports, which were included in the Trustees’ packets. Smith noted that the December, January and February reports were reissued to include the recently-reported year-end data on City and County investments and the impact of unrealized loss. Carr mentioned the effect of ongoing projects at CPL on the door count and number of computer sessions. Daly complemented staff on the new carpet and the excellent temporary signage throughout the building.

**District Board Reports**

*Columbia Library District:* Baka reported that the board met immediately prior to this meeting and discussed bond refinancing options with Jeff White and Adam Pope of Columbia Capital Municipal Advisors. The board voted to refinance in December using a competitive bidding process.

Additionally, the board was presented with the Communication Achievement Award for “Outstanding Achievement and Contributions to Communication Excellence” from the local chapter of Toastmasters International. Heartland Division Governor Kenny Freeman complimented staff for their respectful and friendly attitudes when the Toastmasters hold their local events at CPL.

**Old Business**

*2014 Implementation Strategies – CPL Carpet Replacement and Modifications:* Barrett stated that the final stages of the project should take approximately one month. Recarpeting continues on the third floor today and should be complete by April 15. The coffee kiosk was restocked today and will
reopen tomorrow. Barrett outlined the planned workflow for the next two weeks. She added that PCE has provided air purifiers to alleviate some of the smell and off-gassing from the new carpeting.

2014 Implementation Strategies – CPL North Plaza Repair: Barrett stated that work should begin on April 14. Smith added that stormy weather impeded the original plans to repair the plaza at the same time the lobby was closed for reflooring. Therefore, the cost savings previously anticipated for lower risk and liability and a faster project completion are unlikely to be realized.

New Business
Legal Services Procurement: Smith stated that, as noted in the Director’s Report, staff recommend waiving DBRL Policy 2-710 (Procurement) and contracting with the current firm, Brown, Willbrand, Simon, Powell & Lewis, P.C, for three more years with the option for two one-year renewals.

Daly stated that she agrees that the hourly billing rate is not the most important factor in this decision.

Carr noted that the learning curve for a new attorney would be steep, and time saved by using a firm that is already familiar with the library’s practices can compensate for a higher billing rate.

In response to a question from French, Smith stated that, according to Policy 2-710, an RFQ must be issued to rebid the service. The RFQ would request each bidder describe their knowledge of library law and DBRL operations, among other criteria. However, staff believe that Brown, Willbrand, Simon, Powell & Lewis, P.C would prevail, as no other firm has as detailed knowledge of DBRL’s organizational issues and their work for the library has been first-rate.

ACTION: Daly moved, Young seconded waiving Policy 2-710 (Procurement) and contracting with Brown, Willbrand, Simon, Powell & Lewis, P.C. for three years with the option for two one-year renewals. The motion passed.

Miscellaneous
Higgins suggested checking the roof of CCPL in the wake of a storm that brought large hail to Fulton last week.

Sievert reminded the Trustees of the Friends of the Columbia Public Library Book Sale occurring this weekend.

In response to a question from French, Miller discussed the program entitled “The Missouri Immigrant Experience: Faces and Places,” which is taking place at CPL. The program included a documentary and panel discussion on the previous evening, as well as a photo exhibit that will be on display throughout April. Young stated that staff were proactive and informative when he stopped to view the photo exhibit. Miller thanked St. John and Aimee Leonhard for their assistance with the program.

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

Staff Comments/Announcements
Smith thanked Diana Buckner, DBRL department managers and the rest of the administrative staff for their team effort in preparing for the audit.

Smith also noted that the 2013 Revenues and Expenditures by County report was accepted at the recent Finance Committee meeting. Callaway County finished the year with $277,238 in revenues
over expenditures due to the hard work of staff and the CCLD Trustees. Powell congratulated the CCLD Trustees on the positive news.

**Evaluation Committee Report**

ACTION: Sievert moved, Jones seconded entering Closed Session concerning matters of personnel as authorized under 610.021(3) RSMo. Vote on the motion was taken by roll call: Baka – yes; Carner – yes; Crumbliss – yes; Daly – yes; French – yes; Groshong – yes; Harrison – yes; Hays-Martin – yes; Higgins – yes; Hostetler – yes; Jones – yes; Luebbert – yes; Powell – yes; Scott – yes; Sievert – yes; Westerfield – yes; and Young – yes. The motion passed.

The Board entered Closed Session at 6:52 p.m. The Board resumed Open Session at 7:14 p.m.

Young complimented Carner on her work as Chair of the Evaluation Committee. The Trustees briefly discussed how evaluations were conducted in past years as opposed to this year.

**Board Comments/Announcements**

Powell stated that the activity of the month is to tell someone a fun fact about the library.

The board discussed how pleased they are with the library staff, programs and services.

**Adjournment**

Powell adjourned the meeting at 7:16 p.m.

Minutes recorded by Amanda Burke, DBRL staff and Tonya Hays-Martin.

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Board Secretary