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

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

Carr announced that this would be Neely’s last Board Meeting as a staff member, as she is retiring at the end of May after 45 years of service to DBRL. Carr reminded the Trustees that there is a public reception in Neely’s honor at 4:00 p.m. on Thursday, May 22 at the Southern Boone County Public Library (SBCPL). Carr also stated that Neely was recently awarded the inaugural Eagle Award by the Southern Boone Economic Development Council for “going above and beyond to support and create a better quality of life for the community.” Neely received a congratulatory round of applause.

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

Approval of Minutes
Powell asked for corrections or changes to the open and closed session minutes from April 10, 2014. Hearing none, she declared both sets of minutes approved as written.

Crumbliss entered the meeting

Director’s Comments
Carr announced that Ben Cameron contacted her recently to offer a second painting to DBRL. He is pleased with the library’s care and use of his painting Big Band and will now donate Spring, which the Board considered last year and also liked very much. Carr circulated a printed image of the second painting.

Carr updated the Trustees on legislative matters related to library business. She noted that house bill 1085, which expands library record privacy to include digital resources and materials and adds a third party contracted by a library to the list of those who cannot release a library record, is now on the Governor’s desk to be signed.

Carr reported that the new Dolly Parton’s Imagination Library (DPIL) committee has received enough donations to fund the program through July and possibly August. So far, all corporate funding requests have been turned down.

Carr stated that staff recently submitted an LSTA Early Childhood grant and it was partially funded at $15,000. The DBRL children’s team has several ideas for projects relating to Education for Parents and Caregivers, including a flipbook of weekly literacy activities. DBRL will be working with the Columbia Public Schools’ Title 1 Preschool, the Nora Stewart Early Learning Center in Columbia and Head Start in Callaway County to implement the projects. Additionally, an upcoming issue of About Your Library will contain an insert about Early Childhood education.
Carr reminded the Trustees that MaryEllen Sievert will come to the end of her third consecutive term at the end of June and a new Trustee will be appointed to that seat. Four other seats in the region will be available for reappointment or a new appointment. Recommendations for new board members are always appreciated.

Carr noted the Columbia Tribune article that was included in this month’s clippings regarding Northwest Medical Isotopes’ plans to build a production facility at the MU Discovery Ridge Research Park. If the company opts to utilize Chapter 100 tax abatement, the board will have further discussions about the project.

Carr asked that Trustees let her know if they wish to attend Staff Day on May 23 and help present longevity awards.

Smith reported that one of CPL’s air handling units is not functioning appropriately. This unit cools about three-quarters of the building, including the public areas. Officer Mechanical examined the unit and discovered a leak in the upper coils, as well as scaling and corrosion in the cooling tower. Options for repairing the leak were examined. However, because the bad coil cannot be isolated and due to the potential for scaling and corrosion to cause other parts in the tower to fail in the near future, the Director authorized the staff’s recommendation of an emergency purchase of a new cooling tower.

The cost of the tower is not-to-exceed $123,500. The 3-5 day installation is to be completed as soon as possible, but is expected to occur in June. Alternate cooling measures may need to be taken during the installation period, depending on the temperatures over those dates. The smaller cooling tower serves about one-quarter of the building and staff do not want to strain that system. Smith reminded the Trustees that the server room has its own HVAC system.

In response to a question from Young, Smith stated that the tower is 13 years old. In response to a question from Daly, Smith confirmed that the unit is out of warranty. In response to a question from Powell, Smith stated that the re-carpeting project is currently estimated to be under budget by about $120,000, so this sudden expense is greatly mitigated.

In response to a question from Luebbert, Smith confirmed that the scaling and corrosion were caused by hard water, but added that DBRL has the water treated so staff will be looking into why this extent of deterioration occurred.

In response to a question from Hostetler, Smith stated that the life expectancy of this tower was 15-20 years.

In response to a question from Hays-Martin, Smith stated that staff plan to purchase a tower identical to the original custom system so that the new tower will have a very similar footprint and diminish the extent of re-piping needed.

Carr noted that the isolation valves previously approved by the board are saving the staff and patrons discomfort. Smith explained that there are four compressors in the air handling unit and staff are able to isolate the faulty compressor and keep running three to preserve tolerable interior temperatures.

Henley demonstrated the new service, Hoopla, which became available on April 23. Patrons in the DBRL service areas, plus reciprocal borrowers from Centralia and Missouri River Regional libraries can use the service to download and stream movies, TV shows and audiobooks with just a library card in good standing. The service is ‘on-demand,’ meaning all titles are instantly available.
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However, there is currently a check-out limit of 10 items per month per library card. Henley stated that patrons find the service to be user-friendly. To date, 683 patrons have registered to use the service and about 1,500 items have been checked out. In response to a question from Young, Henley stated that the Overdrive service is valuable to patrons who transfer downloaded books to mp3 players, and that is not possible via Hoopla. So, DBRL will continue both services for the foreseeable future. Lastly, Henley stated that Hoopla is adding more titles weekly.

Next, Henley demonstrated the new integration of Overdrive materials into the BiblioCommons catalog. Patrons can now view availability of Overdrive materials and check out Overdrive materials in BiblioCommons, as well as place Overdrive materials on their BiblioCommons “shelves.” Carr thanked Kopp for her work with BiblioCommons on this integration. Mullett demonstrated the new self-checks, which are free-standing, customizable and have bright blue lights to help patrons easily locate the machines. He stated that three will be placed in the CPL lobby, one near the Reference Desk and one in the Children’s Area. In response to a question from Harrison, Mullett noted that the current self-checks were purchased in 2008 at a cost of about $12,000 each. He received a quote of $10,000 each for the new self-checks and negotiated to purchase five for a total of $30,000. The machines will be installed when the remainder of the first floor furnishings arrives.

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 comment from Hostetler, Smith stated that the Investment Interest column is calculated according to rules set out by the Governmental Accounting Standards Board, which requires the unrealized investment loss to be recorded at the end of the year, which essentially adds all interest earned in 2013 to the first-quarter 2014 interest.

Committee Reports
Contract & Bylaws Committee: No edits have been suggested for either document. 

ACTION: Beahon moved, Daly seconded waiving for the Contract & Bylaws Committee the requirement that all DBRL Committees meet at least once per year. The motion passed.

Nominating Committee: Luebbert reported that the committee met on March 13 and developed the following slate:

President: Tonya Hays-Martin
Vice-President/Secretary: Phil Harrison
Warrant Officer: Susan Daly

There were no further nominations from the floor. The Board will vote on the officers at the June board meeting.

Old Business
CPL Carpet Replacement and 1st Floor Modifications: Barrett announced that the re-carpeting has concluded. She noted that the contractor has been wonderful to work with, and thanked St. John, Niemeyer, Finney, Mullett and Henry for their hard work to make the project a success. Barrett noted that the punch list is yet to be completed.
Furnishings are arriving for the New Books area and staff hope to have that space completed prior to the beginning of Summer Reading.

CPL North Plaza Repair: Barrett stated that work on the plaza has gone smoothly and the contractor is now repairing the adjacent sidewalks. Barrett noted that the north parking lot book drop will be installed when all construction equipment is removed from the lot.

In response to a comment from Luebbert, Carr noted that staff have received positive feedback about the two new handicapped parking spaces in the north parking lot.

2014 Community Survey: Carr reminded the Trustees that after utilizing two other survey companies, DBRL bid for survey services in 2007 and selected ETC Institute (ETC). In 2011, the Trustees waived the Procurement Policy to contract with ETC, based on their qualifications and knowledge of DBRL and the library’s needs. Staff believe that ETC is the best company with whom to contract for executing 2014 Community Survey. Their survey collection methods and quality of the survey analysis make them the best qualified company. ETC has quoted a fee of $26,090 for 2014 services, which is a 5% increase over the 2011 fee. The 2011 fee was equal to the fee charged in 2007.

ACTION: Hays-Martin moved, Baka seconded waiving the bidding requirements of Policy 2-710 (Procurement) and contracting with ETC. The motion passed.

Powell noted that the ETC employees have been very pleasant to work with in past years. Carr noted that ETC has become very involved in library surveys over the years DBRL has worked with them, so will be able to compare our results to those of other libraries rather than to a more general category of government entities.

New Business

Financial Policies: Smith noted that changes to Policy 2-702 (Capital Outlays) included a clarification that computer equipment is capitalized. This has been done in practice by staff but was not reflected in the policy. Changes to Policy 2-711 (Disposal of Property Assets) are restricted to the procedures and include clarifications and a new statement describing the process for disposing of tagged assets. Finally, Policy 2-715 was changed to be in accordance with Missouri state statutes and clarify parameters for the use of cell phones provided by DBRL.

ACTION: Luebbert moved, Harrison seconded accepting Policies 2-702 (Capital Outlays), 2-711 (Disposal of Property Assets) and 2-715 (Cell Phones) with the changes as presented. The motion passed.

Miscellaneous

There was no miscellaneous business.

Public Comment

There were no members of the public in attendance.

Staff Comments/Announcements

Carr reminded the board that June’s meeting will be in Fulton.

Board Comments/Announcements

Fennel announced that her granddaughter in fourth grade received the Star Reader award from her school!
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Daly announced a Harry Potter-themed fundraiser for the Kiwanis “Eliminate” project, which aims to eradicate maternal and neonatal tetanus.

Hays-Martin announced that May is Mental Health Month, and there is an art project called “Pillows of Unrest and Hope” on display at CPL showcasing work created by Fulton State Hospital patients.

Powell noted that she met a couple who are new to Southern Boone County and were raving about SBCPL.

Powell stated that the activity of the month is to tell one person about a library service with which they are not currently familiar.

**Adjournment**
Powell adjourned the meeting at 7:06 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary