Call to Order, Roll Call and Determination of Quorum
Tonya Hays-Martin, President, called the meeting to order at 6:01 p.m. in the Virginia G. Young Room of the Columbia Public Library (CPL). She asked the Trustees to introduce themselves and state their current or previous place of business.

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

Also in attendance were Roger McKinney of the Columbia Daily Tribune, DBRL Director Melissa Carr and staff members Amanda Burke, Elinor Barrett, Patrick Finney, Melanie Henry, Pat Kopp, Patricia Miller, Rachel Palmer, Greg Reeves, Jim Smith, Seth 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 July 10, 2014. Hearing none, she declared the minutes approved as written.

Crumbliss entered the meeting.

Director’s Comments
Carr reminded the Board to check out a copy of the 2014 One READ book, The Boys in the Boat. The Trustees’ book discussion will be on September 11 following the regional board meeting in Fulton.

Carr circulated the completed flip book of activities for parents of young children, developed in conjunction with the “Racing to Read” grant, and the new CCPL brochure entitled “Beyond Books.”

Carr reviewed the status of funding withheld or vetoed by the Governor that is affecting libraries’ revenues state-wide. Carr received the Trustees’ permission to write a letter to the Governor on their behalf, encouraging him to release the withheld funds. Other library directors and library-related groups around the state are also writing to the Governor.

Following up on the Public Comment from July, Carr stated that staff have looked into the matter of patrons accidentally unplugging the public computers and have made adjustments in that area. Staff continue to monitor the issue and will make further modifications if necessary.

Miller discussed the transition of the former CPL mail room into “The Studio,” a space for interactive, hands-on, creative project work and programming. The space will be equipped with advanced software such as Adobe Creative Suite that will allow patrons to create and edit more complicated graphics and A/V projects than standard software allows. Miller noted that the Training Center will remain on the second floor for group classes and drop-in computing help.

Librarian Seth Smith introduced the digitization pilot project he and Library Associate Palmer are working on. Currently called “Our Story, Your Story,” the project involves scanning photos, documents and ephemera, organizing the files and metadata, and creating a website around the
digitized items that tells a story about the history of DBRL. After the pilot project is completed, staff will reach out to other community organizations and neighborhoods to develop other digital stories of regional interest. Seth Smith noted that many of the photos being used in this project have not been shown anywhere previously.

Daly stated that many local businesses would like to capture their memorabilia and history. Carner noted that other public libraries may wish to have their archives digitized through DBRL, and suggested looking for grant funding for such work. Baka mentioned that local radio station KOPN has a repository of historical photographs and documents. Powell suggested talking with Trustee Khaki Westerfield, whose father was Mayor of Columbia.

In response to a question from Beahon, Seth Smith stated that the Missouri State Historical Society is creating digital archives as well, but by the nature of being a state organization the scope of their work is broader than the locally-significant projects DBRL staff are envisioning.

In response to a question from Schmick, Seth Smith stated that WordPress is not as efficient a platform for searching text documents as some other content management systems such as ContentDM, but that this issue should be resolved as the project evolves.

Seth Smith and Palmer exited the meeting.

**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, Jim Smith stated that the amount listed under Fixed Assets - Automotive Equipment is as of December 31, 2013, and the cost of the van purchased earlier in 2014 will be reflected when that total is updated on December 31, 2014.

Hays-Martin noted her interest in the report on DBRL’s participation in Project Homeless Connect.

**Committee Reports**

**Finance Committee:** Daly reported that the committee met on August 6 to review the draft Preliminary CY 2015 DBRL Operating Budget in detail. The committee approved a motion to recommend each individual library district approve the Preliminary 2015 DBRL Operating Budget.

Smith explained that the 2015 Preliminary Operating Budget is prepared to demonstrate the need for setting the 2014 operating tax rates and to begin the process of creating the final budget. Smith reminded the Trustees that, because the 2015 Implementation Strategies have not yet been approved, placeholders are used in the preliminary budget to make the best estimate possible. Additionally, Smith noted that the preliminary budget does not give spending authority to the staff.

**Revenue:** Smith stated that revenue is estimated to increase by 3.7%, in part due to an increase in property tax revenue. The budgeted revenue is based on a recommendation that the library districts set their operating tax rates at the maximum level allowed by the Hancock Amendment. The tax rates are set by the individual library district boards. The draft budget takes into account the Governor’s veto of a proposed increase to the Athletes & Entertainers Tax. State Aid has been withheld by the Governor and the final budget will reflect our best estimate of how much, if any, of those funds will be released to libraries.
Smith noted a change from previous operating budgets in that Investment Interest on Taxes is now reported on a cash basis; this prevents the library’s income from being overstated. Carr added that all other parts of the budget are reported on a cash basis, so this change brings the Investment Interest category in line with the rest of the document and improves the budget’s transparency.

**Expenditures:** Placeholders have been included in the Salaries & Benefits line for possible increases in the cost of benefits and an across-the-board raise. The exact renewal rates for DBRL’s health insurance plans are unknown at this time.

Materials costs are budgeted to rise in order to maintain the quality of the DBRL collections and purchase more electronic materials.

Smith also reviewed increased funding for staff training and an anticipated increase in MOREnet fees due to the withholding of state funding.

Smith noted that Building Operations and Maintenance is expected to decrease because there are fewer one-time projects requested in CY 2015. CY 2014 included projects such as the CPL recarpeting and first floor renovations.

Smith stated that Contingency is included to offset private donations or revenue awarded from grants and is not expended unless DBRL receives such types of revenue. It is a violation of state statute to over-expend the budgeted expenses, which would occur if the Contingency line was not included under Expenditures.

Smith concluded his remarks on expenditures noting an expected increase of 1.7% from CY 2014.

**Summary:** Smith reported a budgeted ending balance of expenditures over revenues of $233,380. Fund Balance savings will be used to complete projects that fall into the categories saved for: Future Improvements to Buildings Owned by the District, Future Furniture and Equipment Replacement, and Implementation of the Strategic Plan. Fund Balance at the end of CY 2015 projected at $7,986,331 and includes savings for the three categories noted above, as well as Unrestricted Fund Balance.

As provided for in the agenda, the board recessed to individual library district meetings at 6:53 p.m. The board reconvened at 7:01 p.m.

**District Board Reports**

**Boone County Library District:** Carner reported that the BCLD Board approved the Preliminary 2015 DBRL Operating Budget.

**Callaway County Library District:** Luebbert reported that the CCLD Board approved the Preliminary 2015 DBRL Operating Budget.

**Columbia Library District:** Baka reported that the CLD Board approved the Preliminary 2015 DBRL Operating Budget, approved the CLD Debt Service Warrant and agreed to post the 2014 CLD Debt Service tax rate at 22.7 cents per $100 assessed valuation.

**Old Business**

Luebbert noted that the air conditioning at CPL is fully functional. Carr reported that the spot coolers have been returned and staff members were good sports even while enduring discomfort.
Daniel Boone Regional Library  
Minutes, Meeting of August 14, 2014

New Business  
Human Resources Policies: Henry presented DBRL Policies 1-210 (Equal Employment Opportunity), 1-220 (Nature of Employment) and 1-223 (Employment of Relatives). An expansion of the anti-discrimination clause was suggested in Policy 1-210. There were no suggestion revisions to Policy 1-220. Policy 1-223 was edited for clarification.

ACTION: Powell moved, Luebbert seconded accepting Policies 1-210 (Equal Employment Opportunity), 1-220 (Nature of Employment) and 1-223 (Employment of Relatives) 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  
Barrett stated that the mobility scooters have been available for a few weeks and have been borrowed 13 times. Staff members have been having helpful conversations with patrons about refining the service. The use of the grant funds was audited and the result was very good.

Board Comments/Announcements  
Hays-Martin circulated a thank you card from Beahon. Beahon also thanked the Board personally for their support following her husband’s death.

Powell noted that she took her grandchildren to programs at CPL and to SBCPL over the previous week and the children loved the libraries and programs.

In response to a question from Baka, Carr stated that she has seen people waiting for the bus at the stops near the library, but has nothing more than anecdotal feedback about whether the new CoMo Connect routes have affected library patrons.

Hays-Martin announced that a grant project she has worked on is being highlighted by IMLS as one of two exemplary Missouri projects.

Hays-Martin stated that the Trustee Activity for August is to tell someone who doesn’t know that you serve as a DBRL Trustee.

Adjournment  
Hays-Martin adjourned the meeting at 7:11p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary