Call to Order, Roll Call and Determination of Quorum
Tonya Hays-Martin, President, called the meeting to order at 6:00 p.m. in the Friends Room of the Callaway County Public Library (CCPL). She asked the Trustees to introduce themselves and name their all-time favorite children’s book.

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

Also in attendance were DBRL Director Melissa Carr and staff members Elinor Barrett, Betsy Collins, Patrick Finney, Melanie Henry, Pat Kopp, Amy Langen, Sherry McBride-Brown, Patricia Miller, Ronda Mitchell, 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 August 14, 2014. Hearing none, she declared the minutes approved as written.

Director’s Comments
Carr reminded the Board that the Trustees’ One Read book discussion will follow the meeting and that the books loaned to the Trustees can be returned at that time. She highlighted One Read events, especially inviting the Board to attend the author's talk with Daniel James Brown on Tuesday, September 30, 2014 at 7:00 p.m. in Launer Auditorium at Columbia College. Carr also circulated the 1936 Olympic yearbook that was donated to the library by a community member.

Carr reported that we have hired a company to remove the bats from CPL in environmentally friendly manner and the job will be completed in a few days.

Carr noted that Amazon has started a program called Amazon Smile that makes it easy for people to designate the Daniel Boone Regional Library Foundation as their choice to receive 0.5% of the purchase amount.

Carr stated that national speaker Pat Wagner will present to library staff regarding leadership and customer service in libraries on Friday, September 12. Ms. Wagner’s visit to Columbia coincides with prior engagements in Kansas City.

Crumbliss entered the meeting.

The non-fiction selector for DBRL, Betsy Collins, spoke about integrating e-content into the library and the selection process for eBooks. Collins said that patrons love the convenience and that demand is increasing. She said one benefit to eBooks is that upon ordering, they can quickly be available in the catalog. Another benefit is that operational costs are low as they don’t get lost or damaged or require shipping and processing fees.

Collins explained some of the challenges to offering eBooks. First, tracking expiring titles of licensed content can be complicated, as the expiration date varies by publisher. Also, since not all eBook release dates coincide with their print counterparts, another challenge can be tracking the availability of a new title. In addition, since not all titles are available as eBooks, there can be
gaps in the eBook collection. Finally, Collins stated that some eBook publishers are requiring a “Buy It Now” button be available in the catalog. A “Buy It Now” button links a person to the publisher’s website where the book can be purchased. Carr said she used to disagree with this method but now thinks of it in terms of providing great customer service. Carr wants people to think of using the library first, making it the one place to search for a title to check-out, but if they do not want to wait for the item in the holds’ queue, they have the option to purchase it.

Pat Kopp, DBRL’s Regional Technical Services Manager, reported on how patrons are transitioning to using eBooks. Kopp said e-content circulation is growing very quickly while material circulation is declining; therefore, the collection budget for the e-content is increasing.

Kopp reported on the changes in the way library services are being accessed by patrons. For example, in the past 6 months over 5000 individuals checked out digital titles who did not check out anything in the building; that is 15% of all patrons who checked items out in that time period. In addition, Kopp said over 20% of the e-content only people just received their library card in the last year or two. In the last three years, digital circulation has gone from less than 3% to 11% of the total materials in circulation.

Kopp stated that the DBRL catalog reflects the Readers First Initiative, where libraries banded together to get eBook vendors to work with library catalog vendors so that e-content could be incorporated into the catalog. Kopp added that there is a new Readers First movement to encourage work with the National Information Standards Organization (NISO) to define library e-content interoperability standards. This would mean that catalog developers do not have to come up with a new Application Program Interface (API) every time there is a new e-content vendor. The Readers First Initiative is asking its library members to publicly endorse interoperability standards for e-content, and DBRL staff plan to do that.

Carner and Young both thanked the staff for their efforts in making eBooks available. In response to a question from Young, Carr said that a higher percentage of the collection budget is going towards e-content, as patron demand increases. Groshong suggested staff explore whether it is possible to collect and give away or loan re-furbished e-readers.

**Monthly Reports**

Hays-Martin asked for comments or questions regarding the Financial, Service and Director’s Reports, which were included in the Trustees’ packets. No questions were asked regarding the Financial Report.

In response to a question by Luebbert, Carr confirmed that the monetary contributions to CCPL as listed in the Service Report were in memory of Linda Hodgkins, the former manager of the Callaway County Public Library.

Hays-Martin appreciated all of the events Carr attended, per the Director’s Report.

**Committee Reports**

Risk Management Committee: Scott reported that the committee met with Alex LaBrunerie and Chris Cottone with Alexander LaBrunerie and Company on August 26 and discussed the Retirement Investment Funds.

**ACTION:** Health Insurance Advisor Contract: The motion came from the Risk Management Committee to recommend the DBRL Board of Trustees renew Sundvold Financial’s contract for one additional year. The motion passed.
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ACTION: Retirement Investment Advisor Contract: The motion came from the Risk Management Committee to recommend the DBRL Board of Trustees renew Alexander LaBrunerie and Company’s contract for one additional year. The motion passed.

District Board Reports
Boone County Library District: Carner reported that the BCLD Board met on August 14 and set the 2014 operational tax rate at 30.91 cents per $100 of assessed valuation.

Callaway County Library District: Luebbert reported that the CCLD Board met on August 28 and set the 2014 operational tax rate to 19.49 cents per $100 of assessed valuation. Luebbert also noted that according to the most recent cost allocation estimate, CCLD has built up some reserve.

Columbia Library District: Baka reported that the CLD Board met on August 27 and:
- set the 2014 operating tax rate at 31.12 cents per $100 of assessed valuation;
- set the 2014 debt service tax rate at 22.7 cents per $100 of assessed valuation, making the total tax rate unchanged from last year since the debt service tax rate was decreased;
- approved the CY2015 Debt Service and Building Fund Budgets;
- approved a bond sale resolution to refund the outstanding balance of the 2005 general obligation bonds, estimating that this will save the library in excess of $200,000; and
- directed staff to reach out to a nearby business for a book drop location instead of putting the book drop back into the north parking lot.

Old Business
Implementation Strategies: Barrett reported that a new book drop will be placed on the northeast side of the parking lot of Lucky’s Market in Columbia.

2014 Community Survey: St. John reported that a survey will be sent out this fall to the community. It will include some of the same questions as in the 2011 survey, and she invited the Board to contribute content. The survey, St. John added, can be modified to suit the different districts. Daly suggested adding a question about the new Ashland facility and how it is working out for the community. Carner suggested including open ended questions regarding teen services. Hays-Martin suggested that an open ended question could be: “Is there anything else we should know?” Another idea, Daly said, would be to add: “We’d be even better if….” In response to a question from Beahon, St. John confirmed that the survey contains a question asking where the respondent gets information about the library. Carr added that any questions regarding numbers and money have been verified for accuracy. Carr concluded by stating the 2011 survey can be reviewed on the Trustee internet site and that any further survey ideas can be forwarded to her.

New Business
REDI/SBTDC Memo of Understanding: Carr reported that staff met with the Regional Economic Development, Inc. (REDI) and MU’s Small Business Technology Development Center (SBTDCD) in an effort to share resources. In anticipation of any press coverage, a memo of understanding, which was included in the Trustees’ packets, was drafted for approval from the
DBRL Board to show agreement to provide support and promote each other’s services for entrepreneurial and small business development.

ACTION: Daly moved, Powell seconded approval of the Memorandum of Understanding between the Regional Economic Development, Inc. and the Daniel Boone Regional Library. The motion passed.

Human Resources Policies: Henry presented DBRL Policies 1-224 (Employee Probation Period), 1-225 (Rest Periods) and 1-251 (Dress Code). There were no suggested revisions to Policy 1-224. Policy 1-225 was edited for clarification. Discussion ensued over the suggested revisions to Policy 1-251, and it was determined that legal council would be consulted; therefore, Policy 1-251 was removed from voting.

ACTION: Baka moved, Young seconded accepting Policies 1-224 (Employee Probation Period) and 1-225 (Rest Periods). The motion passed.

Miscellaneous
There was no miscellaneous business.

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

Staff Comments/Announcements
There were no staff comments.

Board Comments/Announcements
Luebbert explained that the emblem on his shirt is the symbol for the USS Arlington, a recently commissioned Marine transport ship on which his son-in-law serves. The red band on one side of the 5-sided figure represents the side of the Pentagon building that was destroyed on 9/11. The ship was constructed using some materials from the Pentagon. Upon Luebbert’s request, a moment of silence was observed in memory of those who lost their lives on September 11, 2001.

Powell said that the DBRL system is far ahead of other libraries in offering eBooks to patrons, based on what she heard at a state meeting for retired teachers in Jefferson City, and thanked both staff and the Board for their foresight and effort with this trend. Groshong added that she enjoyed using the library’s eBooks while traveling this past summer.

Hays-Martin stated that the Trustee Activity for September is to distribute various library brochures and guides to friends and acquaintances.

Adjournment
Hays-Martin adjourned the meeting at 7:17 p.m.

Minutes recorded by Amy Langen, DBRL staff.

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Board Secretary