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).

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

Also in attendance were DBRL Director Melissa Carr and staff members Amanda Burke, Elinor Barrett, Patrick Finney, Melanie Henry, Sarah Howard, Pat Kopp, Greg Reeves, Angela Scott, Jim Smith, Mitzi St. John and Lauren Williams.

Carr announced that Kopp will be retiring as manager of Regional Technical Services at the end of January 2015, but continuing with DBRL in a part-time capacity in order to procure and implement a new ILS by December 31, 2015. Pat will also be working on the implementation of Collection HQ to analyze the use of and development of the DBRL collection.

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 September 11, 2014. Hearing none, she declared the minutes approved as written.

Director’s Comments
Trustees were provided the opportunity to sign a memory book honoring Librarian and One READ co-chair Sally Abromovich, who is retiring. The book contains photos from the thirteen years of One READ.

Howard reported on programming and services offered to teens and “tweens” region-wide, including but not limited to programs on finding summer jobs, high-tech offerings such as Wii gaming and stop-motion animation workshops, Summer Reading for teens, outreach at the Juvenile Justice Center, deliveries to Girls Town and homework assistance. Howard noted that staff run an active blog for teen patrons that offers contests, reading suggestions, program announcements and more. Children’s Department staff has received training on how to best present services to teenagers, and recently three staff members attended a training session about mental health issues faced by teens. Additionally, staff partners with organizations such as Sol House, Columbia Public Schools and YC² to reach teens throughout the community.

Harrison entered the meeting. Howard exited the meeting.

Carr noted that the afternoon’s program, historian Hari Smith speaking about “Lincoln’s Legal Loyal League,” was fascinating and very well-attended. The program was offered in conjunction with the MU Libraries’ hosting of the American Library Association’s traveling exhibition “Lincoln: The Constitution and the Civil War” at the MU Law Library. The program was recorded for broadcast on Mediacom.

Smith reported on the status of the Columbia Library District (CLD) bond refunding process. The refunding documents have been drafted and staff recently had a conference call with
Moody’s Investors Service, the service that is providing the rating on the CLD general obligation bonds. Under the Missouri State Constitution, the CLD bonds constitute debt, so the CLD must ensure the payment of the bonds. Smith discussed the CLD Bond Resolution procedures that would be required to ensure the bond debt is paid if there was a major catastrophe in the area that significantly reduced CLD’s assessed valuations. Smith stated that any available funds would have to be used, including DBRL operating funds. He noted that the bond debt can be reimbursed once tax revenue becomes available. The bond refunding is expected to save taxpayers over $200,000 in interest payments.

**Monthly Reports**

Hays-Martin asked for comments or questions regarding the Financial, Service and Director’s Reports, which were included in the Trustees’ packets. Smith noted some issues related to the cooling tower replacement that caused the project to be over budget. First, the contractor encountered unforeseen difficulties during the installation of the water tower. Second, the estimate for the automated chemical treatment system did not include installation costs. Smith also noted that spot-coolers were rented for longer than planned (six weeks) to lower the temperature in the building while the cooling tower was out of service. Also, some repairs were needed to keep the two older cooling towers functioning while the new tower was being fabricated. The total overage is $52,712; Smith plans to bring a budget amendment including this amount to the November meeting.

In response to a comment about the high number of items circulating through the locker systems, Finney noted that the Hallsville Library-To-Go is “maxed out,” so circulation cannot increase at that location without installing more lockers.

Hays-Martin noted that she is a fan of Story Time for Adults with Disabilities, a program offered at CCPL. She has shared the program idea when leading library staff training sessions and it is now being implemented in other libraries around Missouri.

In response to a question from Crumbliss, Carr stated that the number of bats at CPL seems to be decreasing in response to the recent sealing work. Barrett noted that bats need only a very small hole to enter a building, but because CPL has several large garage doors on the south side of the building, bats will always have some opportunity to get inside.

Carner stated that she found September’s One READ program comprehensive and well-executed.

**Committee Reports**

**Long-Range Planning Committee:** Harrison reported that the committee met on October 7 to review the draft 2015 DBRL Implementation Strategies in detail. The committee passed a motion recommending the Regional Board approve the draft 2015 DBRL Implementation Strategies.

In response to a question from Carner, Carr stated that the 2014 Community Survey will be mailed to residents of the two-county region beginning the week of October 20. St. John noted that surveys will be mailed to 1,200 residents in each of the three districts; the goal is to receive 400 complete surveys from each district in order to produce statistically-relevant findings. Carr stated that the survey administrator will follow up by phone in order to get the necessary number of complete surveys. The survey collection should be complete by Thanksgiving.

Harrison stated that the staff does excellent work in creating the draft Implementation Strategies.
ACTION: The motion came from the Long-Range Planning Committee to approve the draft 2015 DBRL Implementation Strategies. The motion passed.

Old Business

3rd Quarter Report – 2014 Implementation Strategies: Barrett stated that a book drop was installed in the northeast corner of the Lucky’s Market parking lot on October 13. Due to inclement weather, the ribbon-cutting has been delayed.

2014 MLA Conference: Carr congratulated the conference organizers on a job well done. She noted that 37 staff members and four Trustees attended all or part of the conference. Scott stated that the organizing committee appreciated the support of the Board. She reported that 372 people registered for the conference and 88 sessions/events were organized by 23 conference committee members (from nine different organizations) and 56 volunteers. Five celebrated authors participated in the conference and two DBRL Trustees were involved in panels or presentations. Williams thanked the conference committee chairs: Brandy Sanchez (Hospitality, Emerging Technologies), Greg Reeves and Nina Sappington (Meeting Rooms), Kirk Henley and Betsy Collins (Registration), Mitzi St. John (Publicity and Publications), Judy Pruitt (Trade Show), Patrick Finney (Transportation), Johnathan Shoff and Sarah Howard (Performers’ Showcase), Jerilyn Hahn and Seth Smith (Preconference Sessions) and Elinor Barrett (Vendor and Sponsor Development).

Carner stated that the conference was well-organized and classy. She complimented the DBRL staff on a wonderful success.

Carr noted that Karen Neely received the Meritorious Achievement Award at the conference awards ceremony.

In response to a question from Beahon, Williams stated that the authors that spoke at or otherwise participated in the conference were Laura McHugh (The Weight of Blood), Alex George (A Good American), Nina Furstenau (Biting through the Skin: An Indian Kitchen in America’s Heartland), Bryan Katcher (Almost Perfect) and Natalie Lloyd (A Snicker of Magic).

ADA Self-Evaluation and Transition Plan: Henry stated that Title II entities are required to perform an ADA Self-Evaluation. Since DBRL originally performed the evaluation, each of the library facilities has changed. Therefore, staff have been looking at options for performing a new evaluation in 2015. Henry recently attended a conference about performing the evaluation, and she has also identified an independent contractor to conduct Part I of the evaluation, which pertains to DBRL facilities. If the consultant finds items that are barriers to access, he will offer options to improve the situation, as well as cost estimates. The consultant will report his findings to the Board at the end of the process. DBRL staff will evaluate library services for Part II of the evaluation using focus groups, the results of the 2014 Community Survey and other methods.

Henry said that staff hope to have completed the Self-Evaluation by the end of next summer so that ideas, repairs or other projects that arise from the Self-Evaluation can be considered for the 2016 DBRL Implementation Strategies and budgeted accordingly.

French commended the staff on the plans and the approach they are taking to complete the process.
Daniel Boone Regional Library  
Minutes, Meeting of October 16, 2014

New Business

Human Resources Policies: Henry presented DBRL Policies 1-251 (Dress Code), 1-280 (Employee Grievances) and 1-281 (Disciplinary Action). Staff have no suggestion revisions to Policies 1-280 and 1-281. Policy 1-251 was sent to DBRL legal counsel to review following questions from the Trustees at September’s board meeting. Legal counsel approved the suggested edit regarding neutrality of message on employee clothing.

ACTION: Powell moved, Luebbert seconded accepting Policies 1-251 (Dress Code), 1-280 (Employee Grievances) and 1-281 (Disciplinary Action) with the suggested edits.

Jones suggested a change to Policy 1-281 to improve wording consistency within the policy. Powell agreed to include the suggestion in the motion.

ACTION: The motion passed.

Miscellaneous

In response to a question from Crumbliss, Carr stated that all DBRL facilities have procedures to follow in the case of severe weather and staff are trained to perform specific functions including quickly moving patrons from public areas to the location identified as the safest part of the building. People may leave the building, but if they stay in the library they must go to the specified location. Barrett noted that the procedures begin with an announcement over the PA system, then staff check all public areas including bathrooms to ensure that all patrons have been guided to the safe location. At CPL, the location is the basement; at CCPL, staff and patrons gather in the first floor interior; and at SBCPL, patrons are escorted to the nearby church or school, if time permits, or move into the interior hallway and bathrooms.

Public Comment

There were no members of the public in attendance.

Staff Comments/Announcements

Smith reminded the CLD Trustees that they will meet on November 13 prior to the regional board meeting in order to review the bond sale bids.

Board Comments/Announcements

Higgins reported excellent news on the health of her three-year-old great-grandson.

Hays-Martin stated that the Trustee Activity for October is to learn something new about the library you did not know or use a service you have not previously used.

Adjournment

Hays-Martin adjourned the meeting at 7:12p.m.

Minutes recorded by Amanda Burke, DBRL staff.