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 Virginia G. Young Room of the Columbia Public Library (CPL).

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

Also in attendance were DBRL Director Melissa Carr and staff members Amanda Burke, Elinor Barrett, Patrick Finney, Melanie Henry, Pat Kopp, Ronda Mitchell, Greg Reeves, 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 October 16, 2014. Hearing none, she declared the minutes approved as written.

Director’s Comments
Carr reported on recent donations and fundraising efforts. MU’s Visiting Korean Scholars (KOVIS) group and their families have again honored CPL with a donation. The visiting scholars donated $1,000 this year in gratitude for the central role the library plays in their lives during their time in Columbia.

DBRL also recently received a $1,500 grant from the Community Foundation of Central Missouri, with which staff will purchase DBRL-logoed backpacks for children at the Youth Outreach bookmobile stops who do not have a way to carry their books. Besides protecting library materials and acting as an advertisement for DBRL, staff hope the backpacks will help children return materials in a timely manner.

The DBRL Foundation Annual Campaign is underway and donations are very satisfactory at this point. Carr thanked the Trustees who have sent in a donation in response to the mailer. Carr noted that the DBRL Foundation will be a part of the Community Foundation of Central Missouri’s CoMo Gives campaign during December, which gives an option to people who prefer to donate online.

Carr reported that the Governor of Missouri has released State Aid to 141 small library districts (those with service populations of 40,000 and fewer people).

Lastly, Carr noted that the annual Columbia Values Diversity breakfast will be held on January 15, 2015. DBRL will have a reserved table, and any Trustees interested in attending should email her.

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

Committee Reports
Risk Management Committee: Scott reported that the Risk Management Committee meeting
scheduled for November 10 was cancelled and will be rescheduled in early December.

Finance Committee: Daly reported that the Finance Committee met on November 4 to review the CY 2014 budget amendment and the CY 2015 DBRL Operating Budget. The Committee recommends approval of the 2014 budget amendment and the 2015 Operating Budget to each of the three District Boards.

2014 Budget Amendment: Smith stated that the budget amendment is proposed due to unexpected costs that occurred in 2014. Those include the cost for the repairs to the CPL north plaza and sidewalks, which was higher than predicted, and a cooling tower replacement that was not part of the budget. Smith stated that the budget amendment may not be needed by year-end, but is presented to ensure that DBRL can account for all expenditures without over-expending the operating budget, which is against state statute. He reiterated that the approval of the budget amendment comes as a recommendation from the DBRL Finance Committee to each District Board.

2015 Operating Budget: Smith provided an overview of the budget, noting that revenue is projected to increase 3.2% from 2014 mainly due to increased tax revenue from the library districts setting their operating tax rates at the maximum level allowed by the Hancock Amendment. Investment Interest is projected to decrease. Unrealized Gain or Loss on Investments is a new line, added to show clearly the true Investment Interest received as well as the net impact of the GASB Statement 31 entry required at each year end. State Aid shows a budgeted decrease, as it is unclear if funds withheld by the Governor will be released. Smith and Carr noted that they believed it was best to include the most conservative estimate for State Aid, and the Finance Committee agreed.

Smith stated that total Operating Expenditures are expected to increase 1.1% from 2014 to 2015. Carr reported on the budget for Salaries & Fringe Benefits, noting that the goal is to provide staff members with fair salaries and benefits packages, which in turn helps DBRL recruit and retain great employees, while meeting budget parameters. Staff research led to the development of a combination market adjustment and percentage raise proposal for 2015 that will bring Librarians’ starting salaries closer to the market average and position Library Aides’ starting salaries above minimum wage. Carr noted that the last market adjustment to base salaries was performed in 2009. Henry distributed and reviewed a handout showing the DBRL classification system with the proposed salary adjustments. In response to a question from Young, Henry stated that there is very little, if any, shift of FTEs between classifications from year to year. In response to a question from French, Henry stated that any employee who works 1,000 hours per year or more can participate in the DBRL retirement investment plan. Carr noted that, after one year of employment, qualifying employees are automatically enrolled at 2% contribution and the library will match up to 6%. Employees may opt out if they wish. In response to a question from Beahon, Smith stated that employees working 20 hours per week or more may enroll in a DBRL health insurance plan. In summary, Smith stated that Salaries & Fringe Benefits are expected to increase 3.9% from the 2014 budget due to the proposed raises, the increasing costs of benefits and adding 1 new FTE at the Library Associate classification.

Smith noted that the Library Materials budget is expected to increase despite the Governor withholding State Aid. The budget provides for the addition of the electronic resource
Lynda.com, as well as the maintenance and improvement of DBRL collections region-wide and on the Digital Branch.

The General Operating budget is expected to increase 1% due in part to the Governor withholding REAL funding, which helps to offset MOREnet fees. Due in part to the withholding, MOREnet has had to increase its fees. Professional Fees includes allowances for projects such as the ADA Self-Evaluation of facilities, the new Strategic Plan process and a new Facilities Assessment Report. There are fewer one-time projects planned in 2015, so several General Operating budget line items have decreased from 2014.

Smith noted that the ADA consultant is able to begin his review as soon as the budget is approved. Carr added that the consultant’s fee is less than $5,000, not including expenses.

Smith reviewed Building Operations and Maintenance, which is expected to decrease in 2015 due to fewer large projects planned compared to 2014.

The Contingency budget is increased from 2014 due to an anticipated increase in grant funding. Smith stated that Contingency is included in the budget to offset private donations or revenue awarded from grants and is not expended unless DBRL receives such types of revenue. The Contingency line prevents the library from over-expending budgeted expenditures, which is a violation of state statute.

Smith stated that Capital Outlay expenses are expected to decrease in 2015 due to fewer large projects planned compared to 2014. He reviewed the Furniture & Equipment List, noting the major purchases of a new ILS, new or upgraded accounting software, and new locker systems for Hallsville, Holts Summit and the Columbia metro area. Funds from 2014 have been reappropriated to 2015 to equip The Studio.

In summary, Smith reported projected expenditures over revenue of $372,890. Funds have been saved to pay for furniture and equipment replacements included in the budget, resulting in an ending Fund Balance of $7,841,173. As required by the DBRL contract, the Fund Balance is saved for future facilities repairs and maintenance, furniture and equipment needs, and implementation of the Strategic Plan, with the remainder saved in an unrestricted category.

Smith stated that the Finance Committee reviewed the budget in detail and recommended approval to each District Board.

As provided for in the agenda, the board recessed to individual library district meetings at 7:00 p.m. The board reconvened at 7:10 p.m.

**District Board Reports**

**Boone County Library District:** Young reported that the BCLD Board approved the CY 2014 Operating Budget Amendment and the CY 2015 DBRL Operating Budget.

**Callaway County Library District:** Luebbert reported that the CCLD Board approved the CY 2014 Operating Budget Amendment and the CY 2015 DBRL Operating Budget.

**Columbia Library District:** Baka reported that the CLD Board approved the CY 2014 Operating Budget Amendment and the CY 2015 DBRL Operating Budget. She also reported that the CLD Board met at 5:15 p.m. to review the bid results of the day’s general obligation bond refunding offering. The CLD opted to refinance their outstanding debt with the top bidder, Commerce
Bank, at a true interest cost of 0.828%, saving taxpayers more than $270,000 over the next four years, at which time the debt will be paid off.

**New Business**

**Human Resources Policies**: Henry presented DBRL Policies 1-282 (Weapons) and 1-241 (Drug & Alcohol-Free Workplace). Staff had no suggested revisions to Policy 1-282. Clarifications were made to Policy 1-241. Both were sent to DBRL legal counsel to review prior to the board meeting. The board discussed what support is available for employees who are struggling with drug or alcohol abuse and how that information is conveyed to employees. Harrison suggested wording changes to Policy 1-241 for further clarification.

**ACTION**: Luebbert moved, Young seconded accepting 1-282 (Weapons) as presented and 1-241 (Drug & Alcohol-Free Workplace) with the suggested revisions. The motion passed.

**December Board Meeting**:

**ACTION**: Powell moved, Higgins seconded cancelling the DBRL Board Meeting scheduled for December 14. 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 comments from the staff members in attendance.

**Board Comments/Announcements**

Hays-Martin presented Beahon with a certificate in honor of her service as a DBRL Trustee. A book of Beahon’s choosing will be added to the collection with a bookplate noting that the title is in her honor. Hays-Martin stated that Beahon has been a great board member and will be missed.

Higgins reported the birth of a new great-grandson.

Daly noted that Seth Smith recently spoke about Hoopla and Zinio at the Columbia-Boonslick Kiwanis meeting and the members were very interested in these services.

Hays-Martin stated that the Trustee Activity for November is to tell someone about the new library service or program you used or learned about last month.

Jones noted the recent comments about afterschool activity and noise levels at SBCPL reported in the Columbia Daily Tribune’s “Trib Talk” section.

**Adjournment**

Hays-Martin adjourned the meeting at 7:30p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary