Call to Order, Roll Call and Determination of Quorum
Susan Daly called the meeting to order at 6:00 p.m. in the Virginia G. Young Room of the Columbia Public Library (CPL).

ACTION: Baka moved, Young seconded electing Daly as President Pro Tem. The motion passed.

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

Also in attendance were Roger McKinney of the Columbia Daily Tribune, DBRL Director Melissa Carr and staff members Elinor Barrett, Amanda Burke, Patrick Finney, Anne Girouard, Melanie Henry, Patricia Miller, Ronda Mitchell, Mike Mullett, Greg Reeves, Brandy Sanchez, Angela Scott, Jim Smith and Mitzi St. John. Chris Tatham of ETC Institute was present by phone as noted below.

Carr welcomed Howard to the board.

Public Comment
There was no comment.

Approval of Minutes
Daly asked for corrections or changes to the minutes from January 15, 2015. Hearing none, she declared the minutes approved as written.

Committee Reports
Long-Range Planning Committee: Chris Tatham of the ETC Institute connected to the meeting by telephone to present initial results of the 2014 Community Survey, including the following:

- Bottom line, according to Tatham: DBRL continues to set the standard for service delivery, and DBRL is clearly moving in the right direction.
- 95% of residents surveyed were satisfied or very satisfied with the service provided by DBRL staff, which is an increase from 94% in 2011 and 92% in 2007. This is 17% above the national average.
- The region has seen increases in social networking and home access to broadband internet since 2011.

Sanchez entered the meeting.

- 86% of residents surveyed stated that they have used library services in the past year, which is an increase from 81% from 2011. Tatham stated that DBRL is likely getting close to maximum possible market penetration at this point.
- 55% of residents surveyed indicated awareness of DBRL’s eBook collection, 54% indicated awareness of DBRL’s WiFi availability and 53% indicated awareness of One READ.
- The programs or services selected as those that need the most improvement were eBooks (11%), DVDs (8%) and best-selling & New Books (6%). The majority of people did not identify a program or service needing improvement.
• 83% of residents surveyed were satisfied or very satisfied with the value of library services they receive for their tax dollars, which is an increase from 80% in 2011 and 70% in 2007. This is 29% above the national average.

• 62% of residents surveyed would be very likely or likely to support an increase in property taxes of approximately $2 per month for a home valued at $150,000, which is an increase from 59% in 2011 and 57% in 2007.

• The options selected as those that residents would be most supportive of expanding with additional funding were “adding to the library collection” (60%), “expand offerings available on the website” (50%) and “adding more library programs” (40%)

• 29% of residents surveyed agree that that more branch libraries are needed in general, which is a decrease from 39% in 2011 and 57% in 2007.

Tatham will join the Trustees in person at the April board meeting to present further data, including significant findings by library district.

Girouard exited the meeting.

**Director’s Comments**

Carr provided an update on the selection of the Vanguard Short Term Bond Fund. As mentioned in January, following the Risk Management committee’s selection of the fund in 2014, Vanguard changed their portfolio, which made it a competing fund with one already in the DBRL retirement plan. DBRL’s Retirement Investment Advisor reported to staff that the library could remove the fund or sign a non-compete agreement stating that staff could not transfer funds directly between the Met Life fund and the Vanguard fund. Due to the need for an immediate decision, Carr approved removing the Vanguard fund since no staff members were invested in the fund.

Carr circulated images of the Bussabarger artworks discussed in the Director’s Report.

Carr noted that she attended ALAMW 2015 in Chicago at the end of January and beginning of February. She was impressed by the presentation by Ferguson Public Library Director Scott Bonner, who had been Director for only one month when events in Ferguson put him in the position of making unique and difficult decisions about library services. Mr. Bonner spoke to ALAMW attendees about how he approached decision-making in that specific set of circumstances. On February 3, the ALA Council approved “A Tribute Resolution Commended the Ferguson Municipal Public Library for Serving the Community in a Time of Crisis.”

Carr thanked French for joining her, Reeves, Finney and Sarah Howard in visiting the region’s legislators at MLA Legislative Advocacy Day on February 10. This was a critical time to speak to our state senators and representatives on funding for the REAL project and State Aid for libraries. The Governor’s proposed budget for 2016 includes no State Aid for libraries serving populations over 40,000 and no equalization money. Additionally, a proposed decrease in REAL funding could affect the amount of LSTA grants Missouri libraries can receive. Legislators plan to begin the budget process using the approved 2015 budget, which does include library funds. Several legislators signed a letter requesting the Governor release more funds to the state’s libraries.

Carr stated that, since DBRL began offering Lynda.com in late January, 202 active users have viewed 106 hours of content.
Sanchez and Miller described upcoming plans for the Studio, CPL’s new creative digital lab. Patrons will get their first introduction to the space at Open Houses on March 12 and 14. Sanchez stated that Apple classes and classes on checking out digital materials will be moved to the Studio beginning in March, as patrons often bring their own devices to those classes and the new space offers a more flexible layout than the Training Center with its desktop computing stations. In April and May, new classes planned specifically for the Studio will be implemented. The first is a children’s program called Digital Playground, which will combine computer-based and non-computer-based exploratory play. The second is a class on personal archiving, and enrollment in the class will allow patrons access to further training and personalized assistance from DBRL staff. In response to a question from Daly, Sanchez stated that enrollment will open two weeks prior to each program. No enrollment is necessary to attend either Open House.

Sanchez exited the meeting.

**Monthly Reports**

Daly 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, Continued**

**Evaluation Committee**: Carner reported that the Evaluation Committee met on January 28. Committee members set the schedule for the Director’s Evaluation and reviewed the draft Trustee and staff questionnaires. The evaluation will be conducted via an online survey site this year, though the web page can be printed if a Trustee prefers to submit a hard copy of their responses. There will be one survey for all staff members this year. Both the Trustee and staff questionnaires will be made available on February 13, and the deadline is March 6. The Evaluation Committee will meet on March 18 to review the results.

**Finance Committee**: Daly reported that the Finance Committee met immediately prior to this meeting for a pre-audit review with Williams-Keepers LLC. She noted that Steve Smith is retiring, so audit partner Heidi Chick will be leading the DBRL audit. The auditors anticipate delivering the final report at the April board meeting.

**Old Business**

There was no old business.

**New Business**

**Human Resources Policies**: Henry noted that DBRL Policies 1-290 (Complaint of Employment Discrimination) and 1-291 (Sexual Harassment) include the edits suggested at the January board meeting. She also presented Policies 1-292 (Americans with Disabilities Act Employee Policy), 1-294 (Absences & Tardiness) and 1-510 (Voluntary Resignations), all with revisions suggested by legal counsel or DBRL managers.

**ACTION**: Jones moved, Carner seconded accepting Policies 1-290 (Complaint of Employment Discrimination), 1-291 (Sexual Harassment), 1-292 (Americans with Disabilities Act Employee Policy), 1-294 (Absences & Tardiness) and 1-510 (Voluntary Resignations) with the suggested revisions. The motion passed.
Library Closing for Staff Development Day: Henry reviewed the purpose of the proposed closure.

ACTION: Fennel moved, Young seconded closing all facilities and suspending bookmobile services on Friday, May 1 for DBRL’s annual Staff Development Day. The motion passed.

Miscellaneous
There was no miscellaneous business.

Public Comment
There was no public comment.

Staff Comments/Announcements
Carr noted that, with Schmick moving out of state for a new job, a seat on the CLD board will be available soon. DBRL staff will notify the board by email when the position is posted on the City of Columbia website.

Board Comments/Announcements
Daly stated that the Trustee Activity for February is to attend a non-Board library activity or program.

Adjournment
Daly adjourned the meeting at 7:33 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary