Daniel Boone Regional Library  
Minutes, Meeting of January 14, 2016

Call to Order, Roll Call and Determination of Quorum  
Phil Harrison 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; Dorothy Carner; Angie Crumbliss; Susan Daly, Vice President/Secretary; Mary Fennel, Warrant Officer; John French; Lisa Groshong; Harrison, President; Tonya Hays-Martin; Terry K. Higgins; Lynn Hostetler; Jean Howard; Michael Luebbert; Kate Markie; Pat Powell; Gena Scott; Khaki Westerfield and Bill Young. Brouck Jacobs was absent.

Guests in attendance were Gerald Morgan, P.A., ADA Consultant; Matt Kriete, P.E., Engineering Surveys & Services; and Roger McKinney, Columbia Daily Tribune. Also in attendance were DBRL Director Melissa Carr and staff members Elinor Barrett, Amanda Burke, Betsy Collins, Patrick Finney, Melanie Henry, Patricia Miller, Ronda Mitchell, Russ Niermeyer, Greg Reeves, Angela Scott, Jim Smith and Mitzi St. John.

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

Approval of Minutes  
Harrison asked for corrections or changes to the open and closed session minutes from November 12, 2015. Hearing none, he declared the minutes approved as written.

Old Business  
ADA Transition Plan: Henry stated that the ADA Self-Evaluation was presented to the board in September 2015. Subsequently, suggested changes were outlined and prioritized in the Transition Plan. Henry noted that the CPL south ramp is ADA-compliant. She also pointed out that city cooperation will be needed to complete some items, such as sidewalk repairs and curb-cuts. The sidewalk repair project at CCPL is currently out for bids.

Henry thanked Morgan, Kriete, and the staff members who assisted her in completing the Transition Plan.

Hostetler entered the meeting.

In response to a question from Hays-Martin, Morgan stated that vending machine controls must be no higher than 48 to be ADA-compliant. Morgan advised that the vending machines be changed at the end of the current contract.

ACTION: Westerfield moved, Luebbert seconded approving the Transition Plan. The motion passed.

CPL Accessibility: Morgan and Kriete provided their professional opinions on the level of accessibility at CPL. Both strongly advised against taking out the ramp to install an exterior elevator, as has been requested by some patrons. Morgan noted that, unlike an elevator, the ramp will always be functional, especially considering the snow-melt cabling built into the ramp. Morgan estimated the cost of installing an exterior elevator at around $250,000, excluding any necessary parking lot changes.

Morgan and Kriete briefly reviewed challenges that would arise with an elevator installation in any location, such as ensuring that accessible parking is near the elevator, providing sufficient space for patrons to be dropped off near the elevator, ensuring that the slope of the area is ADA-compliant and engineering pedestrian traffic to the elevator and into the building’s public areas. Kriete discussed
parking lot slope issues in the vicinity of the suggested area and the likely loss of several parking spaces if an elevator were added at that location. Kriete stated that given site constraints, the current access points provide the best universal access to CPL. In response to a question from Markie, Morgan and Kriete both affirmed that the current ramp meets ADA compliance standards. Morgan stated that, as a whole, the building meets and exceeds ADA requirements.

The Trustees discussed ways in which the library goes above and beyond mere compliance with ADA standards. In response to a question from Luebbert, Finney stated that the call box to request staff assistance is used by patrons at least once daily.

The Trustees and Kriete discussed the need to meet stormwater retention standards when concrete work is performed.

Carr stated that the Board and staff are committed to making DBRL buildings and services as accessible as possible, and will continue to evaluate access as the library grows.

Harrison thanked Morgan and Kriete for their input.

Kriete, Morgan and Niermeyer exited the meeting.

**Monthly Reports**

*Director’s Report and Comments:* Carr reported that the final tax bill to pay for the Columbia Public Library will be issued in 2016.

Carr thanked Phil and Jan Harrison for opening their home for the Board and Foundation social in December.

Carr thanked Baka, Carner, Daly and French for representing DBRL at the Columbia Values Diversity Celebration.

Carr reminded the Trustees that MLA’s Legislative Advocacy Day is Tuesday, February 9. Activities will take place between 10 a.m. and approximately 4 p.m. It is more important than ever for libraries to send representation to meet with legislators to ensure funding is secured for databases, MOREnet and more. In response to a question from Carner, Carr stated that Missouri libraries could lose federal grant eligibility if matching funds from the state were eliminated.

Carr discussed potential changes to the Service Report and the Trustees were in favor of those changes. Carr distributed new, laminated “easy reference” cards with Key Messages and 2015 cumulative statistics.

*Financial Report:* Harrison asked for and received no questions about the Finance Report.

*Service Report:* Harrison asked for and received no questions about the Service Report.

**Old Business, Continued**

*Accounting Software Bids:* Smith reviewed the requirements used to evaluate accounting software bids and noted features that other software provides that the current system does not. Staff believe that the best fit is the well-integrated and DBRL-hosted software offered by Tyler Technologies, Inc.

**ACTION:** Higgins moved, Powell seconded contracting with Tyler Technologies, Inc. for new accounting software. The motion passed.

Carr thanked Smith, Henry and Diana Buckner for their work issuing the RFP and evaluating the
2015 Implementation Strategies 4th Quarter Report: Harrison asked for and received no questions on the report.

New Business

Administrative Policies: The Trustees reviewed the suggested changes to Policies 2-670 (Circulation) and 2-672 (Confidentiality of Patron Records). Finney stated that the changes to Policy 2-670 are mainly to clarify the procedure for identifying minor patrons during school and child care center library card drives. In response to a question from Hays-Martin, Finney stated that the annual fee for non-resident patrons is $45.

Carr stated that the changes to Policy 2-672 are in response to the 2015 changes to Missouri state law, which previously recommended but now requires that libraries protect patron records. The Trustees discussed concerns that a reader may interpret the policy as saying that patron records can be provided in response to a subpoena. Finney noted that although a request for information may come in the form of a subpoena, staff members must always pass the request, in any form, to legal counsel who will check to make sure that state requirements are met. The Trustees requested that the policy be reviewed for potential wording changes that will clarify this issue.

ACTION: Powell moved, Daly seconded approving Policy 2-670 (Circulation) with edits as presented. The motion passed.

Staff Day: Henry stated that the staff recommends closing DBRL facilities on April 29, 2016 for the annual Staff Development Day.

ACTION: Baka moved, Howard seconded closing DBRL facilities on April 29, 2016 for Staff Development Day. The motion passed.

Miscellaneous

There was no miscellaneous business.

Public Comment

There was no comment from the member of the public in attendance.

Staff Comments/Announcements

There were no comments from the staff members in attendance.

Board Comments/Announcements

Harrison extended his thanks to Henry for her hard work on the ADA Self-Evaluation and Transition Plan.

Powell thanked Harrison again for his hospitality in hosting the December social.

Adjournment

Harrison adjourned the meeting at 6:55 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

___________________________
Board Secretary