Daniel Boone Regional Library
Minutes, Meeting of February 11, 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; Mary Fennel, Warrant Officer; John French; Harrison, President; Tonya Hays-Martin; Terry K. Higgins; Lynn Hostetler; Jean Howard; Brouck Jacobs; Michael Luebbert; Kate Markie; Pat Powell; Gena Scott; Khaki Westerfield and Bill Young. Susan Daly, Vice President/Secretary, and Lisa Groshong were absent.

Guests in attendance were Matt Kriete of P.E., Engineering Surveys & Services, MU SISLT PuLL Fellow Meagan Hicks, and Roger McKinney of the Columbia Daily Tribune. Also in attendance were DBRL Director Melissa Carr and staff members Elinor Barrett, Amanda Burke, Betsy Collins, Melia Douglass, Patrick Finney, Melanie Henry, Ronda Mitchell, Angela Scott and Jim Smith.

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 minutes from January 14, 2016. Hearing none, he declared the minutes approved as written.

Monthly Reports
Director’s Report and Comments: Carr thanked Baka, Harrison, Luebbert, Powell, Finney, Scott, Hicks and friend of DBRL Tom Howard for attending MLA’s Legislative Advocacy Day on Tuesday, February 9, in Jefferson City. Carr stated that the group spoke to all seven representatives and to staff at both senators’ offices, conveying the key messages that State Aid and REAL funding must be restored to 2015 levels. Carr noted that, compared to 2015, the State Aid amount recommended for appropriation in 2017 is 79% lower and the REAL program funding is 36% lower. Carr told the Trustees that they may receive a call for further action when the appropriation bill goes to the Senate. Luebbert encouraged everyone in attendance to reach out to their legislators on this important topic. Carr distributed the 2015 DBRL Year in Review, which was distributed to legislators, and a handout showing the statewide change in funding for libraries. Carr noted that statewide funding from the Athletes and Entertainers Tax is expected to increase by over $200,000 in the next budget.

Carr announced that the Friends of the Columbia Public Library are donating $80,000 to DBRL this year! Carr asked that the Trustees and staff thank the Friends members for their hard work and generosity.

Lastly, Carr reminded the Trustees that the ALA Annual Conference is June 24-28. She asked that anyone interested in attending contact her or Harrison as soon as possible.

Douglass presented information about DBRL’s private and grant funding. In 2015, 2% of DBRL’s income came from sources other than property taxes. Those sources include the DBRL Foundation, each library’s Friends group, memorial gifts and grants. Douglass noted the over 80% of public libraries have a Foundation group. She explained the function of the DBRL Foundation and stated that the group held assets of just over $700,000 at the end of 2015. Douglass informed the Trustees that new Foundation board members are needed and they may contact her or Carr with suggestions.

Carner entered the meeting.

Douglass said that one major responsibility of the Foundation’s is to manage endowment gifts, which
are usually more than $25,000. The interest is spent as budgeted and in accordance with the donor’s wishes. The Foundation also administers an annual fundraising campaign. Unrestricted funds from the Foundation are used to pay for transportation for second grade class tours, art maintenance, and more. Smith elaborated on the mechanics of the two “true endowments” overseen by the Foundation board. In response to a question from Powell, Douglass stated that the Foundation was created in 1995.

Douglass discussed the process of receiving memorial gifts. She spoke appreciatively of the Friends groups that raise funds for each of the three libraries.

Lastly, Douglass noted that DBRL staff have a great relationship with the state library office that administers grant funding. DBRL has an excellent record of applying successfully for grant funding, and has even been invited to apply for some funds based on the library’s reputation. Staff plan to seek more funding opportunities for a greater array of projects and programs through grants.

Financial Report: Harrison asked for questions about the Finance Report. Smith noted that a final January financial report will be presented to the board after the City and County release their final 2015 reports.

In response to a question from Hays-Martin, Smith stated that the percentage of retirement plan participation is higher than expected following the change to make employees eligible sooner after hire. Smith will monitor the line item and believes any possible overage can be absorbed.

Service Report: Harrison asked for questions about the Service Report. In response to a question from Luebbert, Carr stated that staff are discussing the decline in visits to and circulation at CCPL.

Committee Reports
Evaluation Committee: The committee met on January 25 and developed the timeline and questionnaires for the annual Director’s evaluation. Henry will distribute a link to the online surveys for Trustees and staff members on Friday, February 12. Any Trustee who has technical issues or who prefers to fill out a hard copy of the survey should contact Henry.

Finance Committee: Fennel reported that the committee met prior to the regional board meeting for a pre-audit review with Williams-Keepers LLC. Auditor Heidi Chick asked that the trustees contact her, Carr or Smith if they have any questions or concerns about the process.

Old Business
2016 Implementation Strategies: Smith reviewed the process for selecting a contractor for the sidewalk repairs at CCPL. He noted that out of 11 companies contacted, two submitted bids. Both firms met all of the evaluation criteria but the bid amounts were significantly different. Kriete provided information to explain the difference in bid amounts and stated that he was satisfied that the lower bidder could perform the work for the amount bid.

ACTION: Luebbert moved, Baka seconded accepting Remsel Corporation’s bid for repairing the CCPL sidewalk at a price not-to-exceed $26,500. The motion passed.

Kriete exited the meeting.

Mitchell reported on a project to enhance the grounds at SBCPL. Bill Rueppert of Grow Native is volunteering his expertise to design beds incorporating native plants, including milkweed, which will attract monarch butterflies. Staff will request certification as an official Monarch Waystation. The new plantings and Monarch Waystation designation should provide many programming opportunities. The project begins with site preparation in March. The Friends of the SBCPL are generously funding the
original plantings. Michell also stated that the Mid-Missouri Art Alliance is interested in assisting with signage and hard-scaping for the project. Carr reminded the Trustees that the May board meeting will take place at SBCPL and Rueppert will be on hand to speak to the board about the project.

Administrative Policies: Carr noted that after Policy 2-672 (Confidentiality of Patron Records) was considered at the previous board meeting and referred back to staff, much of the Procedures section was reorganized. Furthermore, as the Missouri state law now mandates, rather than suggests, patron record protection, legal counsel advised deleting the ALA statement recommending confidentiality of patron records.

Carr noted that the changes to the Procedures will be reviewed with staff members at the monthly CPL Staff Meeting and at specific departmental meetings.

ACTION: Markie moved, Powell seconded approving Policy 2-672 (Confidentiality of Patron Records) with edits as presented. The motion passed.

Finney exited the meeting.

New Business
Administrative Policies: The Trustees reviewed the suggested changes to Policy 2-620 (Open Meetings and Records).

ACTION: Powell moved, Higgins seconded approving Policy 2-620 (Open Meetings and Records) with edits as presented. The motion passed.

Miscellaneous
Harrison noted that the March 10, 2016 board meeting takes place at CCPL.

Public Comment
There was no comment from the members of the public in attendance.

Staff Comments/Announcements
There were no comments from the staff members in attendance.

Board Comments/Announcements
There were no comments from the Trustees in attendance.

Adjournment
Harrison adjourned the meeting at 7:00 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary