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; Brouck Jacobs; Michael Luebbert; Kate Markie; Pat Powell; Gena Scott; Khaki Westerfield and Bill Young. Lynn Hostetler and Jean Howard were absent.

Also in attendance were DBRL Director Melissa Carr and staff members Elinor Barrett, Amanda Burke, Betsy Collins, Patrick Finney, Melanie Henry, Patricia Miller, Mike Mullett, Greg Reeves, Angela Scott, Jim Smith and Mitzi St. John.

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

Approval of Minutes
Harrison asked for corrections or changes to the minutes from February 11, 2016. Hearing none, he declared the minutes approved as written.

Monthly Reports
Director’s Report and Comments: Carr noted that the Ruth Wariner author talk will be held at CPL on March 19, rather than March 12, as stated in the Director’s Report.

Carr reviewed recent action in the Missouri legislature. She received nice responses from Representatives on the House Appropriations Committee to her thank you messages for their work in passing a recommendation with State Aid and REAL Program funding equal to 2015 levels. The Budget Committee has proposed a bill with more library funding than the Governor recommended but less than the Appropriations Committee recommended. Amendments may be proposed on both the House and Senate sides.

Carr reminded the Trustees that the ALA Annual Conference will be held June 24-28 in Orlando, Florida. Please contact her or Harrison soon if you’d like to take part in this interesting and inspiring event.

Carr distributed flyers about the Unbound Book Festival’s children’s programming and noted that part of the CPL Friends’ donation was used to fund these programs. The festival takes place on April 23, and numerous outstanding authors will be present.

Carr reminded the Trustees of her upcoming vacation dates.

Financial Report: Harrison asked for questions about the Finance Report. Smith noted that a final February financial report will be presented to the board after Boone County releases its final 2015 investment report.

Service Report: Harrison asked for questions about the Service Report. In response to a question from Groshong, Carr and Scott stated that Hoopla downloads are counted in Digital Branch Circulation and Lynda.com uses are counted in the Database Uses category.

Old Business
Strategic Plan: Environmental Scan: Barrett reviewed the factors that will be included in the environmental scan, including library trends, local influences, political climate, demographic
change and more. She noted that the current pace of change at libraries is very rapid. The goal for 2016 is to research and understand the relevant environmental factors that will help DBRL staff shape the next Strategic Plan, which will be employed beginning in 2018.

Barrett demonstrated some of the capabilities of DBRL’s new analytics tool, Analytics on Demand. She asked that if any Trustees have any questions, ideas or concerns about the product to please contact the staff. Barrett noted that patron privacy is a priority to staff and was a factor considered by staff in selecting Analytics on Demand.

Digital Branch Preview: Carr stated that staff did not receive access to the files from our vendor in time to preview the site at this meeting. This item will be moved to the April agenda.

CPL Digital Meeting Room Signage: Mullett stated that staff researched digital sign systems from ASI and learned that the cost could be $40,000-60,000, depending on options. The DBRL IT Department has come up with a solution that will cost approximately $1,300. Mullett displayed the electronic signs, which operate with computer screens attached to small computing units called Raspberry Pi. In response to a question about possible theft of the components, Mullett noted that it is uncontrollable, but that each Raspberry Pi unit costs only about $30 and the location of the units behind the screens will be difficult to access.

Organizational Change: Finney and Miller elaborated on the information provided by Carr in her written report. Finney noted that Sarah Howard, Children’s & Youth Services Manager, has paved the way for integration of internal and external services to various patrons and community groups. In the last few months, outreach to adult patrons has increased greatly and eliminating barriers between the Outreach Department and Public Services will allow for even more and broader delivery of services. Staff are adding new visit locations that include the VA Hospital, Provision Living’s assisted living community and local business groups. Miller added that there are opportunities to provide more reference services to the DBRL community and introduce individuals to e-readers and other technology while on outreach visits. Librarian Anne Girouard is helping to lead the development of these new outreach projects.

Finney noted that some homebound deliveries in Callaway County will now be completed by CCPL staff in an effort to maximize use of staff time.

New Business

Administrative Policies: The Trustees reviewed the suggested changes to Policy 2-635 (Document Management and Retention) and Policy 2-680 (Test Proctoring).

ACTION: Powell moved, Higgins seconded approving 2-635 (Document Management and Retention) with edits as presented. The motion passed.

In response to a question from Young, Carr noted that proctoring for students taking online courses or enrolled at non-local schools typically utilizes the available staff time, so students from local colleges and universities are encouraged to obtain proctoring from those institutions.

ACTION: Young moved, Westerfield seconded approving Policy 2-680 (Test Proctoring) with edits as presented. 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
Markie thanked the staff for their time preparing each month’s reports and supplemental information.

Adjournment
Harrison adjourned the meeting at 6:54 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

________________________________________
Board Secretary