

**Columbia Library District  
Minutes, Meeting of March 12, 2009**

Board members present were Tom Richards, President; Sue Breyfogle; Rosie Gerding; Lynn Hostetler; Jim Loveless; David McDonald; Jacob Thorne; and David Webber. MaryEllen Sievert arrived during the Audit Pre-Conference.

Also present were Melissa Carr, Director; and Elinor Barrett, Kris Farris, Marlene Gile, Pat Kopp, Mike Mullett, Jim Smith, and Lauren Williams, DBRL staff; Steve Smith, Williams Keepers LLC.

**Call to Order**

Richards called the meeting to order at 5:30 p.m. in the Virginia Young Room of the Columbia Public Library.

Carr welcomed new board member Jacob Thorne.

**Public Comment**

There was no public comment.

**Approval of Minutes**

Gerding moved, Hostetler seconded, to approve the minutes of February 12, 2009. The motion passed.

**2008 Audit Pre-Conference**

Steve Smith of Williams Keepers reported that his firm is preparing for the audit to begin Monday, March 16, 2009. He reminded the board that the auditors will review and offer their opinion on staff-prepared financial statements for all of DBRL, including statements specific to the two Columbia Library District funds. In response to a question, Smith said there is nothing new this year in regards to auditing standards. Williams Keepers will audit the financial statements and have a report ready at the April meeting unless circumstances require an extension.

**Director's Report**

Carr stated she did not have anything to report.

**Financial Report of the Columbia Library District Capital Project**

Jim Smith directed the board to page 6 of the CLD Capital Project Fund and pointed out the bond payment had been made and was divided between principal and interest. Smith then asked the Board to turn to page 10 and explained that all projects except one had

**Columbia Library District  
Minutes, Meeting of March 12, 2009**

been completed. The last project is the additional lighting in the stacks that was previously discussed with the board. This project is expected not to exceed \$6,000. Once this project is complete staff will bring a motion to the CLD to close the Capital Project Fund.

**2009 Budget for Friends of CPL Donation**

Carr explained the proposed budget for the Columbia Friends donation. Specifically, Carr pointed out the \$5,000 allocation for the Dolly Parton Imagination Library.

ACTION: Loveless moved to approve the Columbia Friends Donation budget as is. Hostetler seconded the motion. The motion passed.

**North of Broadway Property Update**

Richards reminded the Board of his conflict of interest regarding the property in question. He told the Board he would leave the room during discussions and votes on motions regarding the property, and indicated that Gerding would preside over the Board at that time.

Carr explained what the Board had in the packet and what topics would be discussed in open and closed session. Carr also reviewed the approval process outlined in DBRL's Real Estate Acquisition Policy. If the CLD Board decides to recommend this purchase, it could be discussed at the April DBRL Board meeting, and the individual member boards would each need to approve moving forward with the negotiations to acquire the land.

Barrett indicated on a map the land's location in relation to the library and the current parking lots. Barrett explained due to other structures and businesses in the area, the property in question is the best available option for any future expansion for the Columbia branch. Potential uses for this property include parking, storage space and additional library functions. However, with the difficulty patrons are presently having with the current parking situation, using this land for parking is probably the only feasible option.

Barrett went over the Public Library Location and Site Criteria handout regarding the cost of the site development and explained the different options and how staff determined the cost estimates.

In response to a question, Carr stated that any action taken using eminent domain has to be performed by the City of Columbia, and the library is not considering this.

Barrett explained the lot is one of the safer areas in the neighborhood, due to its visibility from the street on two sides. In response to a question, Barrett stated it would mainly be staff that would park there, and though some staff would have reservations, it would make sense for them to park in the farthest lot.

**Columbia Library District  
Minutes, Meeting of March 12, 2009**

Richards stated there are no locations around the current library that would be ideal for purchase. He reminded the board that when it was decided to re-build the Columbia branch in the same, central location as before it was with the understanding that future branches in Columbia would help siphon off usage and help with the overflow of books. Richards remarked the survey revealed that patrons are happy with the building at the moment, but at some point it will get too crowded, and ideally the board could then discuss a new branch.

Carr affirmed the library would most likely have to increase security. Barrett stated staff would investigate different forms of security including video cameras, personnel and gates. The board was also interested in cost and how much a new parking lot would be used.

In response to a question, Barrett said if everything goes smoothly, the parking lot could be finished as early as fall 2009.

Carr addressed a question, explaining that there is money in reserves that could be used to pay for the property and that the board typically uses money in reserves for one-time projects and not ongoing operations. She added that the facilities assessment in process will provide the board with information regarding how much of the reserve funds could be used for expansion and enhancement of services, including increasing parking.

The board continued to discuss their concerns regarding operating costs, security, cost for development of the property and ongoing cost of upkeep.

**ACTION:** Gerding moved to go into closed session concerning matters of real estate purchase as authorized under 610.021(2) RSMo. Sievert seconded the motion. Vote on the motion was taken by roll call. Breyfogle – yes; Gerding – yes; Loveless – yes; McDonald – yes; Sievert – yes; Thorne – yes; Webber – yes. The motion passed.

The board went into closed session at 6:28 p.m.

The board resumed in open session at 6:44 p.m.

Webber moved to have the staff prepare a parking lot plan to determine costs before recommending the purchase to the DBRL Board. The motion died due to lack of a second.

At this time Richards left the room. Gerding presided.

The board discussed the information they would like to have before their recommendation is made, including ongoing costs, initial costs, and security.

**Columbia Library District  
Minutes, Meeting of March 12, 2009**

ACTION: Webber moved to direct staff to prepare a parking lot plan for the property at Walnut and North Garth with reasonable cost estimates for development and ongoing operations for the next five years. Sievert seconded the motion, and the motion passed.

Hostetler suggested asking Richards to communicate their ongoing interest and discussion in the matter of acquiring the land to the DBRL Board. There was consensus.

Richards re-entered the room and presided over the remainder of the meeting.

**New Business**

Richards appointed Sievert as the CLD Board Liaison to the Citizen's Art Advisory Committee.

**Miscellaneous**

There were no miscellaneous items discussed.

**Public Comment**

There was no public comment.

**Adjournment**

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

Minutes recorded by Marlene Gile, DBRL staff.

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Board Secretary