

**Daniel Boone Regional Library
Minutes, Meeting of January 15, 2009**

Call to Order, Roll Call, and Determination of Quorum

Higgins called the meeting to order at 7:03 p.m. Board members present were Terry Higgins, President; Mary Ann Beahon; Sue Breyfogle; Terri Brunner, Warrant Officer; Rosie Gerding, Vice President/Secretary; Tiff Lauffer; Jim Loveless; Michael Luebbert; David McDonald; Tom Richards; MaryEllen Sievert; and David Webber. Linda Dellsperger, Mary Fennel, Lynn Hostetler, Patricia Powell and Jessica Robinson were absent.

Also present were Melissa Carr, Director; and Elinor Barrett, Connie Bush, Kris Farris, Melanie Henry, Pat Kopp, Marilyn McLeod, Karen Neely, Greg Reeves, Jim Smith, and Lauren Williams, DBRL staff; Kirk Mescher of CM Engineering; and Kent Hayes of CMD LLC.

Public Comment

There was no public comment.

Approval of Minutes

Luebbert moved, Sievert seconded, approval of the minutes from November 13, 2008. The motion passed.

Monthly Reports

Financial Reports – Smith reported that property tax collections were very slightly more than the amount budgeted. He assured the board that he will keep a close eye on collections in 2009. Smith pointed out that the preliminary December report shows 95% of the budget expended, and he expects that percentage will be greater for the final report. Smith said that the 2008 budget included replacement tables and chairs for the SoBoCo facility, but these items were back ordered and not received in 2008. This purchase will therefore not be complete until 2009, and the funds will come from the Furniture and Equipment Replacement line in the 2009 budget. He said that if later in the year we believe this purchase cannot be absorbed into the current budget, then staff will submit this as a budget amendment request. Carr thanked the Friends of the SoBoCo Library for providing the funds for one of the replacement tables. In response to a question, Smith said there was a typo on page nine and that Facility Rent SoBoCo is paid through December 31, 2008, not 2009.

Gerding asked for more specific information about the professional fees line item, and Smith explained that originally the staff thought the work of both the retirement plan consultant and the facilities maintenance assessment consultant would be complete and paid for in 2008, but some or all of these fees will actually be paid from the 2009 budget.

**Daniel Boone Regional Library
Minutes, Meeting of January 15, 2009**

Smith clarified that while the preliminary report shows utilities at \$53,000 under budget, there is still at least one more bill outstanding that will be paid from this line. He reminded the board that this report is preliminary.

Service Reports – Carr noted that in 2008 regional circulation almost hit the two-million mark. She reported that the installation of the new self-check machines seems to have been a success. In the first half of the year, between 10% and 12% of materials were checked out using the older model self-check machines. The new machines were installed in August, and this percentage increased to 14%-16% for the next few months. In November it became possible for audiovisual materials to be checked out at the self-check machines, and the percentage increased to between 19% and 20% in December. In response to a question, Carr said that staff is monitoring their use and will eventually need to do an analysis to determine when or if it makes sense to add more. She reminded the board that the increased use of the self-check machines does not decrease the number of books that have to be checked in or shelved by staff. Kopp clarified that a patron must check out audiovisual materials before the security cases can be removed, so increased use of the self-checks should not mean an increase in items going missing. Carr confirmed that there have been discussions about adding a self-check machine on the second floor of the CPL some time in the future.

The board discussed the new audiobook service allowing only one patron at a time to check out a title. Carr explained that with the previous service from NetLibrary, the service selected the titles for the library and access was unlimited. With Overdrive, DBRL staff can select titles and they check in and out like a book. Kopp clarified that selectors can purchase more than one copy of popular titles, and staff is watching the holds lists to judge whether more copies of certain titles should be added. Farris added that the one user per title copy restriction is based on agreements Overdrive has with publishers, and some classic titles do not have a limit on the number of patrons that can check them out at once.

Director's Report – Carr said that in her mid-year progress report on the Director's Work Plan, she noted two topics related to the board – new board member orientation and board self-evaluation. She requested direction regarding how much the board expected her to accomplish by June 30 on these two topics. Carr clarified that she would need the board's input on what should be added to or changed in the orientation. After discussion, the board agreed that the board's self-evaluation was the more important objective, and Carr said she could provide some possible processes and examples to the Evaluation Committee.

Carr asked board members to let Higgins know as soon as possible if they would like to attend MLA's Advocacy Day in Jefferson City or the ALA Annual meeting in Chicago.

Carr invited board members to attend the following day's luncheon celebrating three staff members' 40 years of service to the library.

**Daniel Boone Regional Library
Minutes, Meeting of January 15, 2009**

ACTION: Gerding moved, Sievert seconded, to add a book to DBRL's collection for each of the following staff members in honor of their 40 years of service: Idenia Thornton, Frances Bush, and Yancey Taylor.

Carr announced that Yancey Taylor is retiring on January 31, and the library is hosting a public reception in his honor on January 30 from 4 – 6 p.m. She read a draft resolution honoring Taylor for his 40 years of service to the library.

ACTION: Beahon moved to adopt the resolution honoring Yancey Taylor upon his retirement after 40 years of service to DBRL. Sievert seconded the motion. The motion passed.

Carr corrected the date of the One Read panel meeting listed in her Director's Report. The date of this meeting is January 24.

Carr announced that the library's summer program grant application was approved, and the library will receive just under \$15,000. This grant will fund books by mail for all elementary school-aged children in Boone and Callaway Counties not residing in Ashland, Columbia, or Fulton. The grant will also fund opening the media centers at Blue Ridge, Hallsville, and Sturgeon.

Carr said that staff increased the bandwidth for Internet access and upgraded the computers at the Callaway County Public Library (CCPL) last month.

Carr announced that at that morning's diversity breakfast, the Columbia Housing Authority Children's choir performed the song "Catch the Reading Bug," which was developed as part of the past year's Summer Reading program.

District Board Reports

Columbia Board – Richards explained that the Columbia Board's meeting is in recess and will resume after the DBRL Board meeting. He reported that the board elected Gerding to replace Marie Glaze on the Finance Committee. The board is in the midst of a discussion about the land available for purchase at Walnut and North Garth but has not made any recommendations at this point. Carr added that the Friends of the CPL informed her that in February they will donate \$82,000 to the library.

Committee Reports

Finance Committee – Brunner reported that at its January 8 meeting the Finance Committee reviewed the results of the bidding for the facilities condition assessment consultant. The evaluation criteria for the proposals were: firm experience, which includes reference checking; performance, which included their ability to perform the work and cost estimating; qualifications of the firm; and cost. The staff recommended International Architects Atelier (IAA) as the project team whose overall experience and qualifications best match the library's project; however, after discussion and citing CM

**Daniel Boone Regional Library
Minutes, Meeting of January 15, 2009**

Engineering's lower fee proposal and their being located in Columbia, the committee voted to accept the CM Engineering project team's proposal.

ACTION: The Finance Committee recommends that the DBRL Board of Trustees accept CM Engineering's proposal for the facilities condition assessment work.

Sievert noted that the majority of board members received a letter from IAA that claimed CM Engineering would be contracting out 70% of the library's project. Smith said he asked CM Engineering about this and they responded that the bulk of the work would be done by Kent Hayes who is an independent consultant with CM Engineering. An architect from Illinois would also consult on the project, but the percentage of the work done by that architect would be much lower than what was stated in IAA's letter.

In response to a question, Smith explained that staff felt IAA provided better cost estimating and a more detailed step-by-step process for doing the facilities assessment that would be helpful to both the board and staff. IAA's sample reports were also more detailed. He said the report CM Engineering provided as a sample was compiled by an architecture firm and not CM Engineering itself. Smith added that IAA's references indicated that IAA provided excellent detail, timely reports, and very accurate budget estimates. Considering all of this information, even with the cost difference of \$11,520, staff felt like IAA was the best firm for the library's project. However, after discussion, the Finance Committee believed that it was important to support the local firm considering it proposed the lowest overall cost.

Higgins noted that IAA's letter protested the committee's rejection of staff's recommendation and asserted that the matter was handled unprofessionally and unethically. Richards said he was particularly troubled by that statement since the bids were discussed in an open meeting with open discussion. He said in his perception IAA is probably a more perfect fit, but CM Engineering could do a fine enough job for the library's purposes, and this combined with their lower cost and locality were the reasons the committee ultimately recommended that firm. Carr added that according to the RFP, the DBRL Board may select any firm that they find to be the best match and to have submitted the most favorable proposal, so nothing unethical occurred.

Higgins stated that when the entire board is contacted in this way, decision-making about a response should go through the DBRL Board President before a response is made. She then invited the representatives from CM Engineering to make any comment. Hayes said he was honored to have the opportunity to work with the library and clarified that just 15%-20% of the project work would be performed out of town. Mescher explained the work that CM Engineering has done with the library in the past, and he said that the Illinois architect who would consult on the project was selected because he does hundreds of these types of assessments for schools in Illinois because of that state's requirements for annual audits of school buildings. There are no such requirements in Missouri, so architects here do not have this same level of experience.

**Daniel Boone Regional Library
Minutes, Meeting of January 15, 2009**

Brunner said the committee discussed the bids thoroughly and called for a vote on the recommendation from the committee. The board voted unanimously to accept CM Engineering's proposal for the facilities assessment consultant work.

ACTION: The Finance Committee passed a motion requesting that the DBRL Board of Trustees set aside the procurement policy requirements for the purchase of chairs. The motion passed.

ACTION: The Finance Committee passed a motion requesting that the DBRL Board of Trustees direct staff to issue a Request for Proposals for contracted cleaning at the Columbia Public Library.

Smith explained that an opening in the Buildings and Grounds department presented the opportunity to temporarily try using a cleaning service on a contract basis in combination with the remaining staff. He said the results have been positive, and staff would like to proceed with this model since it will likely save the library money or at least be budget neutral. The motion passed.

Long Range Planning Team – Gerding called the board's attention to the memo in their packets. She said that since she wrote the memo, staff met and proposed some changes to the vision and mission statements. She said that as the committee has done its work, it has become clearer to her that the strategic plan will lay out an outline for the direction in which the library would like to move, and then staff will put together a more detailed implementation plan. She said it may take longer than originally thought to answer some of the questions patrons are asking. She said the team would meet next week and then at its February meeting, team members would review the final plan document before its presentation to the board in March. Brunner complimented the team on its work and the conciseness of the draft mission statement.

Old Business

There was no old business to discuss.

New Business

Open Meetings and Records Policy – Carr reported that she has been working with Farris and Williams on this policy. Farris attended a seminar on the Sunshine Law and indicated that DBRL needed to include more specifics in its policy on this topic. The policy is modeled after policies of other libraries in the state and has been reviewed by the library's attorney. Carr said that a lot of the language comes directly from the law, which requires the library to include in writing the fees charged for copies, staff time and other items that might be required in complying with a Sunshine Law request. In response to a question, Farris said that the section addressing email communication is meant to prevent a public body from conducting business outside of a public meeting.

**Daniel Boone Regional Library
Minutes, Meeting of January 15, 2009**

ACTION: Sievert moved, Brunner seconded, to approve the Open Meetings and Records Policy as written. The motion passed.

Public Comment

Hayes and Mescher expressed their thanks to the board for the opportunity to work with the library.

Staff Comments and Announcements

Farris reminded the board that she needed their brief bios and pictures for the trustee page on the web site. She said she would resend the form to collect their bios.

Board Comments and Announcements

Brunner asked how the Lead Consumer Protection Act, due to go into effect in February, might affect the library. Carr explained that the intent of the law is to protect children under the age of 12 from exposure to lead that might be in toys or books. The inclusion of books has caused alarm in library communities, with some worrying that to comply they will have to stop providing books to children until they can prove that they are lead-free. She said that ALA has sent reassuring communications about the law's intent.

Brunner encouraged trustees to attend the Missouri Library Association's Advocacy Day in Jefferson City and communicate the importance of libraries during hard economic times.

Higgins asked for a volunteer to write a resolution honoring recently retired board member Marie Glaze. Sievert volunteered to draft the resolution.

Higgins thanked the board members for their support during her recent time of loss.

Adjournment

Luebbert moved and McDonald seconded to adjourn the meeting. The motion passed and Higgins adjourned the meeting at 8:10 p.m.

Minutes recorded by Lauren Williams, DBRL staff

Board Secretary