

**Daniel Boone Regional Library
Minutes, Meeting of March 12, 2009**

Call to Order, Roll Call, and Determination of Quorum

Higgins called the meeting to order at 7:02 p.m. Board members present were Terry Higgins, President; Sue Breyfogle; Terri Brunner, Warrant Officer; Rosie Gerding, Vice President/Secretary; Tonya Hays-Martin; Lynn Hostetler; Tiff Lauffer; Jim Loveless; David McDonald; Patricia Powell; Tom Richards; Jessica Robinson; MaryEllen Sievert; Jacob Thorne; and David Webber. Mary Ann Beahon, Linda Dellsperger, Mary Fennel, and Mike Luebbert were absent.

Also present were Melissa Carr, Director; Elinor Barrett, Connie Bush, Kris Farris, Melanie Henry, Pat Kopp, Marilyn McLeod, Karen Neely, Greg Reeves, Jim Smith, and Lauren Williams, DBRL staff; Michael Vanbrunt and John Paul Williams, Varsity Contractors; Gus Craig, ISS Facility Services; Ellen Miller, Ellen Miller Group; Craig Brumfield, Callaway Bank; and Teresa Maledy, Commerce Bank.

Public Comment

There was no public comment.

Approval of Minutes

Loveless moved, Brunner seconded, approval of the minutes from February 12, 2009. The motion passed.

Monthly Reports

Financial Reports –Smith explained that the year-to-date investment interest on page three of the financial report is a negative amount because GASB 31 requires the library to reverse out the unrealized gain and to record investments at their market value at year-end. Smith stated that this should clear up once Columbia and Boone County report the investment interest for January through March. In response to a question, Smith explained that the professional fees line item is for payments to the library’s attorney, the auditor, the facilities assessment consultant, the strategic planning facilitator, a PR consultant, and other consultants. Carr added that there is also a placeholder for a community survey as a follow up to the one conducted in 2007, but the board has not yet determined if it will conduct the survey this year.

Service Report – Carr pointed out that the reason the percentage increase in the total number of monthly visits at Columbia and Callaway went up less than the average percentage increase per day is because last year was a leap year; February had one extra day in 2008 compared to 2009.

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Director's Report – Carr announced that the PR department has developed an innovative design for this year's annual report that will be less expensive to print and will also be sent in the April edition of the "Your Library" newsletter as a 4-page insert. This way all households in Boone and Callaway Counties will receive a copy. Carr added that staff will delay sending the April edition of "Your Library" until after the April DBRL Board meeting so the newsletter can include information from the Strategic Plan if it is approved by the DBRL Board at that time.

Carr reported that we are distributing new library cards celebrating the 50th anniversary of the DBRL System, and these come with a smaller card that attaches to a key ring and that can be used in place of the larger card.

Williams will put a link to Summer Reading t-shirt order information on the trustee web site.

Carr reported on the legislative update she attended. The update included information about the Consumer Product Safety Act requiring books and toys to be screened for lead content. This act will not go into effect until February 10, 2010. The hope is that by then the act will be amended to exempt libraries or books. Carr discussed the federal stimulus bill, which may provide some funding for libraries as well as for expanding Internet access; MOREnet is applying to receive some of these funds. Carr stated that the Missouri House of Representatives proposed cuts to Governor Nixon's budget and cut slightly the amount of Athletes and Entertainers Tax revenue to be paid to libraries. Finally, she said that there are also some proposed bills the library is watching, including a Sunshine Law bill, a property tax bill and a bill regarding the placement of library materials.

Carr distributed a packet containing two articles about recent issues in Midwest libraries.

In regards to the summer program grant described in the Carr's written report, Robinson asked that staff look for opportunities to clarify to the public what items or services are offered through grant funding.

District Board Reports

Columbia Board – Richards reported that the Columbia Board continued its discussion of the possible acquisition of property at N. Garth and Walnut. There was consensus to proceed with investigating the feasibility of using that property for additional parking. Richards said that the board asked staff to prepare cost estimates for land acquisition, development of the property into a parking lot, and operating costs for the next five years. He said that after its April meeting, the CLD Board may bring a motion to the individual district boards asking for their approval to move forward with the negotiation for the property purchase. He asked that board members contact Carr or Barrett with questions or concerns and invited all interested DBRL Board members to the CLD Board's April meeting.

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Committee Reports

Finance Committee – Brunner reported that on March 5 the Finance Committee discussed the upcoming audit and the results of the CPL cleaning contractor bid. Smith said that since staff sent out the committee report, its concerns regarding Varsity Contractors have been resolved. A Columbia-based manager will be assigned to the library, and the firm has agreed to comply with the state statute and affirm it is enrolled in a federal work authorization program.

Mr. Craig from ISS shared with the board calculations he made based on the number of cleaning hours and monthly fee proposed by Varsity Contractors in that firm's bid. He questioned Varsity's bid amount, saying that with minimum wage requirements he didn't see how the firm could do the work for the amount of money proposed. Mr. Vanbrunt of Varsity Contractors explained that his firm has other accounts in this area and is spreading the costs among those accounts. He stated that his firm bid aggressively to win this account and feels confident Varsity Contractors can provide satisfactory services for the amount in the bid.

Gerding expressed her hesitancy to accept the Varsity Contractors proposal because their bid was so much lower than the other bidding firms, and she expressed her concern about Varsity's ability to perform the work for that amount of money. She stated that staff is pleased with the services of ISS, the current temporary cleaning service, which had the second lowest bid. Richards stated, and Smith confirmed, that if the service provider does not meet the library's standards the library can cancel the contract with 30 days notice. Smith verified that the contract for cleaning services would be through December 31, 2009 with the option to renew for one-year terms. The monthly cost will be renegotiated at that time.

ACTION: The Finance Committee recommends acceptance of Varsity Contractor's proposal to provide cleaning services for the Columbia Public Library. The motion passed with 11 votes in favor and 3 votes against.

Mr. Craig, Mr. Vanbrunt and Mr. Williams left the meeting.

Long Range Planning Team – Gerding explained that tonight's presentation and next month's proposed vote on the Strategic Plan are to determine if the plan reflects the DBRL board's priorities for the library's direction. She provided background regarding the strategic planning process and explained that the plan itself is meant to be a guide or an outline of the library's future focus; specific action steps would be premature at this point and will be included in a companion action plan. Planning team members Gerding, Breyfogle, Loveless, Maledy and Brumfield presented the proposed mission, vision, values, goals and objectives for DBRL. Gerding reviewed the plan's implementation schedule, saying that each year staff will create a companion action plan for the next year which will be presented to the Long Range Planning Team and then the Finance Committee to be used to help shape the coming year's budget. Gerding asked the board for feedback and questions.

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The board discussed the tag line for goal number four, “Create Young Readers.” Some board members were concerned that the library cannot “create people” and suggested alternatives such as “nurture” or “foster.” Barrett explained that this wording comes from PLA and that use of the word “create” makes a stronger statement.

Sievert expressed concern that goal number four does not seem to include elementary school-aged children or the teen population. Brunner and other board members stated that they shared this concern. Barrett said that staff interprets this goal to include these populations, and Miller added that prioritizing mentoring young readers was appropriate philosophically because of societal needs and the importance of early cultivation of this lifetime skill. Gerding clarified that the Strategic Plan outlines the library’s priorities but doesn’t necessarily list every service the library will provide or population served. The board discussed adding objectives that target school-aged children and teens to goal number five, which addresses lifelong learning. Carr added that any objective regarding services for school-aged children should be worded carefully so that it doesn’t appear we are trying to replace school libraries, provide text books and so on.

The board discussed the phrase “information fluency” included in goal number seven, with several commenting that they hadn’t heard this phrase before and felt the tag line for this goal needed revision. Maledy stated that she liked the word fluency because it implies mastery.

In response to a question, Gerding explained that the information in the plan contained in brackets will not be in the final document. These definitions and examples of potential steps were included for the board’s understanding. Barrett added that some good possible implementation steps were generated during the planning team meetings, and the team did not want to lose these ideas. These will be evaluated and some may be included in the companion action plan.

The team asked that further comments on the plan be sent to Carr. Gerding said that a revised version would be sent to the board in the April packet with the goal of voting on the plan at the April 16 meeting.

Miller thanked the board for the honor of working with the library, and Gerding thanked Miller for her excellent ability to organize and focus the team. Gerding expressed her thanks to Maledy, Brumfield, and Lee Fritz – the community members who participated in the planning process – for their thorough involvement and valuable input. Brumfield, Maledy, and Miller left the meeting.

Old Business

Resolution for Retired Board Member – The resolution was not available for discussion at this time.

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New Business

Paid Holiday Policy – Henry explained that the proposed revisions to the paid holiday policy state that the library will be closed the Sundays before Memorial Day and Labor Day. She said that when the CPL closed for summer Sundays, these were the first and last Sundays the library was closed for the year.

ACTION: Powell moved and Brunner seconded to approve the revised Paid Holiday Policy as presented. The motion passed unanimously.

Communications Committee – Robinson reported that staff has met with the firm Woodruff Sweitzer regarding the creation of a DBRL brand and logo. She said that the Communications Committee will likely meet in April to discuss some branding concepts with the final goal of developing a logo to unveil in July at the kick-off of the library system's 50th anniversary.

Public Comment

There was no public comment.

Staff Comments/Announcements

Barrett said that the slide show on the PedNet Coalition's web site currently features a picture of the CPL's bike racks.

Board Comments/Announcements

Higgins reported that the *Columbia Tribune* recently published an article about former board member Jo Sapp.

Higgins said that she had information regarding the Association for Library Trustees, Advocates, Friends and Foundations (ALTAFF) elections for interested board members.

Loveless shared a recent compliment from a friend about how much he likes the new downloadable audiobooks.

Brunner reported that she attended a recent MLA meeting and discussed legislative issues and some current disagreements between MLA leadership and some of the state's public libraries. She added that she is gathering ideas for a program or workshop for trustees and friends to be held at this fall's MLA conference here in Columbia. She asked board members to contact her with ideas.

Higgins shared trustees' suggested assignments for March and April: bring a guest to a board or committee meeting and share a fun fact about the library with one person.

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Adjournment

Brunner moved, Hays-Martin seconded, to adjourn. The motion passed and Higgins adjourned the meeting at 8:37 p.m.

Minutes recorded by Lauren Williams, DBRL staff

Board Secretary