

**Daniel Boone Regional Library
Minutes, Meeting of April 16, 2009**

Call to Order, Roll Call, and Determination of Quorum

Gerding called the meeting to order at 7:00 p.m. Board members present were: Mary Ann Beahon; Sue Breyfogle; Linda Dellsperger; Rosie Gerding, Vice President/Secretary; Tonya Hays-Martin; Lynn Hostetler; Tiff Lauffer; Jim Loveless; Michael Lubbert; David McDonald; Patricia Powell; Tom Richards; Jessica Robinson; MaryEllen Sievert; Jacob Thorne; and David Webber. Terri Brunner, Mary Fennel and Terry Higgins 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 Marlene Gile, DBRL staff; Steve Smith of Williams Keepers.

Public Comment

There was no public comment.

Finance Committee – 2008 Audit Report

Robinson reported the DBRL Finance Committee met on April 9 and recommends acceptance of the 2008 Audit. Steve Smith reported the audit was clean, and all DBRL books and records were well kept and in good order. Smith stated there was no need to make any corrections and there were no problems to report. The motion to accept the 2008 Audit Report passed.

Robinson stated the Finance Committee also voted to accept the 2008 Revenues and Expenditures by County report (Allocation report).

Approval of Minutes

Powell moved, Sievert seconded, approval of the minutes from March 12, 2009. The motion passed.

Monthly Reports

Financial Reports – Jim Smith reported that on page 8, the facility rent is actually paid through April 30. Smith also expressed his thanks to Diana, Helen, Lauren, Marlene, the Department Heads and the entire DBRL staff for assisting with the clean audit.

Service Report – Carr pointed out that even though the changing calendar does affect patron flow, in looking at the amount of patrons per hour, we can see the amount of people using the library continues to rise. She explained that the more programs DBRL has the fewer community groups can meet, especially at Callaway County Public Library

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(CCPL). In response to a question, Carr stated Southern Boone County library will soon be getting a new door counter.

Director's Report – Carr passed around a thank you card from board member Mary Fennell. Carr also announced that next week is volunteer week, and that there was cake to help express thanks to the board for the time and energy they devote to the Library. Carr pointed out the banners in honor of National Library week, and distributed the paid holiday policy previously approved by the board.

Carr reported that staff is monitoring the economic stimulus opportunities. She reported Smith recently attended Senator Clair McCaskill's Economic Development Workshop to discuss how to apply for the stimulus funds. Carr attended Secretary's Council recently, and inquired about possibilities as we finish the facilities condition review. There might be an opportunity that we can apply for energy saving funds when the facilities assessment is complete.

Carr has been attending both the Columbia Downtown TIF commission meeting as well as the West Broadway Improvement Community Advisory Committee. She encouraged board members to contact her if they had questions.

Carr stated Farris had been reporting positive feedback from DBRL's new Twitter account. Twitter, in addition to Myspace and Facebook, is another way for people to contact and interact with the library.

In response to a question, Carr stated that the increase in both holds and website hits has created more work for the staff, however for the time being staff are trying to handle the increased effort. Barrett added that the amount of holds being placed is straining our current process, and staff is looking into ways to alleviate the extra load. Barrett said the board will be hearing more within the next year or so.

District Board Reports

Callaway Board – Luebbert reported CCPLD met on March 26. They revised the Callaway bylaws and decided to allow the current president to vote. CCPLD also elected Terry Higgins as a voting member of the Finance committee.

Columbia Board – Richards stated that due to his conflict of interest Gerding would be giving the Columbia report. Gerding reported that the CLD board again discussed the property at Walnut and Garth at length and approved two motions to recommend to the individual district boards:

To authorize the Director to negotiate for the purchase of the FNB property at Walnut and Garth and to prepare any necessary budget amendments for the ongoing maintenance and operational costs.

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To authorize the Director to proceed with plans to develop the FNB property at Walnut and Garth into a parking lot and to prepare any necessary budget amendments for the ongoing maintenance and operational costs.

Carr reminded the board that due to the Real Estate policy, each board must individually approve these motions before the Director can move forward.

Barrett referred to the cost estimation included in the packet. She explained the CLD board had asked for staff to identify as many of the costs as possible, including projected maintenance and operational costs. Barrett distributed the updated numbers and explained to the board that staff had been working with Engineering Surveys and Services (ESS) and they prepared a cost estimate for the one time construction and installation costs and the ongoing maintenance and operational costs. She clarified that the pricing information includes actual price quotes obtained by staff for some items, but the construction costs are based on recent bid information prepared by ESS. The estimation contains a 10% overhead profit amount for general contractor and 10% for project contingency. Smith reported the cost estimate for the Walnut and Garth lot is \$15,461 per space. Smith also calculated the cost to construct the North lot, in 2002, and determined that with a three percent inflation rate, it is estimated that it would now cost \$16,760 per space.

To answer some questions, Carr explained FNB had purchased the lot as part of a larger property purchase, but now they no longer need the part they are offering to sell. As a courtesy, they have offered the lot to the Library first. Over the last few years, the Library has worked to calm the congestion of the South lot, and though we have been successful in doing so, the number of patrons continues to grow. When considering the area surrounding the library, the lot at Walnut and Garth is the only option for more parking. A parking garage on either the North or South lot is not desirable due to their size, cost and residential neighbors. Increased lighting and security have been taken in to consideration in the estimates. Barrett noted she had spoken with the area beat officer from the Columbia Police department for advice on security of the parking lot. Barrett stated this would not solve all of the parking problems, especially as DBRL continues to grow in popularity, however it will help.

In response to a question, Barrett stated the handicap parking spaces the library already has are sufficient with city codes. She stated the library could use more, however it is not simple to convert regular parking to handicap parking. Barrett also commented that the wheelchair ramp is ADA compliant. Carr related to the board that staff is always willing to assist those that find it too difficult to enter the library.

ACTION: Sievert moved to go into closed session concerning matters of real estate purchase as authorized under 610.021(2) RSMo. McDonald seconded the motion. Vote on the motion was taken by roll call. Beahon – yes; Breyfogle – yes; Dellsperger – yes; Gerding – yes; Hays-Martin – yes; Hostetler – yes; Lauffer – yes; Loveless – yes; Luebbert – yes; McDonald – yes; Powell – yes; Richards – abstained; Robinson – yes; Thorne – yes; Sievert – yes; Webber – yes.

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Richards abstained from voting to go into closed session and left during closed session due to his conflict of interest.

The board went into closed session at 7:47 p.m.

The board resumed open session at 8:08 p.m.

Gerding explained the board would now go into a breakout session and asked if there were any questions regarding the FNB property.

ACTION: Dellsperger moved the board recess to Individual Library District Board Meetings. Sievert seconded. The motion passed.

The board recessed to Individual Library District Board Meetings at 8:10 p.m.

The DBRL board reconvened at 8:19 p.m.

Report from Individual District Board Meetings

Robinson reported BCLD passed a motion to authorize the Director to negotiate for the purchase of the FNB property at Walnut and Garth and to prepare any necessary budget amendments for the ongoing maintenance and operational costs.

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Richards reported that he abstained from voting in the CLD breakout session due to his conflict of interest.

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Committee Reports

Evaluation Committee – Webber announced it is time for the Director’s evaluation. Henry distributed packets containing the work plan designed for the Director, and her achievements on both the primary and secondary goals. Webber reviewed the process for compiling the boards’ response. Webber reminded the board they could email or mail their evaluations to him. The board has until Monday, May 4th to complete the evaluation and submit it to Webber.

Long Range Planning Team – Gerding reported that the few changes made in the proposed 2009-2017 Strategic Plan since the March 12, 2008 DBRL board meeting were reflected in the copy they received in their packet. In response to a question, Gerding stated the Strategic plan will be implemented in the Action plan, and that every so often the board will discuss and monitor progress being made on the plan. Carr stated, if approved, the Strategic plan will be mailed to patrons that attended the public meetings in the fall of 2008, and we will let them know we will be implementing some of their suggestions.

Robinson remarked that the Communications Committee is revising the blueprint to match the Strategic plan, and they have been working with Woodruff Sweitzer to develop a logo. Robinson said the Communications Committee is working to incorporate these things to give the community a familiar image of the library.

Carr stated she has asked to provide a program for the Hallsville Chamber of Commerce about DBRL’s information services we provide and the new Strategic Plan.

Barrett stated the staff had three major opportunities for input and that each librarian has been given a subject from those sessions and researched it further to make recommendations on which ideas will work and how to turn them into an action plan.

ACTION: Dellsperger moved to accept the proposed 2009-2017 Strategic Plan.
McDonald seconded. The motion passed.

Old Business

There was no old business to discuss.

New Business

There was no new business to discuss.

Public Comment

There was no public comment.

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Staff Comments/Announcements

There were no staff comments/announcements.

Board Comments/Announcements

Carr reminded the board the May meeting will be in the Friends room of the Callaway County Library.

Robinson invited the board to the April 28 Communications Committee, where they will be reviewing possible logos for DBRL. Robinson stated they will bring that information to the May board meeting.

Beahon let the board know the Nomination Committee will also be meeting on April 28th and to send any nominations to her.

Adjournment

Dellsperger moved, Sievert seconded, to adjourn. The motion passed and Gerding adjourned the meeting at 8:42 p.m.

Minutes recorded by Marlene Gile, DBRL staff

Board Secretary