

**Daniel Boone Regional Library  
Minutes, Meeting of January 14, 2010**

**Call to Order, Roll Call, and Determination of Quorum**

Gerding called the meeting to order at 7:01 p.m. in the Virginia G. Young Room of the Columbia Public Library. Board members present were: Rosie Gerding, President; Julie Baka; Mary Ann Beahon; Susan Breyfogle; Bridget Canaday; Susan Daly; Mary Fennel; Tonya Hays-Martin; Terry K. Higgins; Jim Jones; Michael Luebbert, Warrant Officer; David McDonald; Patricia Powell; Tom Richards; Jessica Robinson, Vice President/Secretary; Jacob Thorne; and David Webber. Linda Dellsperger and MaryEllen Sievert were absent.

Also present were Melissa Carr, Director; Elinor Barrett, Melanie Henry, Pat Kopp, Marilyn McLeod; Karen Neely, Russ Niermeyer, Greg Reeves, Jim Smith, and Lauren Williams, DBRL staff; Dave Bennett and Ross Kasmann, Engineering Surveys and Services; and Roger Gadbois, member of the public.

**Public Comment**

Roger Gadbois, Columbia resident, requested that a special place in the Columbia Public Library (CPL) be created for people who suffer from seasonal affective disorder (SAD). He expressed the opinion that the lighting in the CPL is not suitable for the elderly or sufferers of SAD. Gerding thanked Gadbois for bringing his concerns to the board.

**Parking Lot Update**

Ross Kasmann explained that his company, Engineering Surveys and Services (ESS), is the civil engineer on the north parking lot project and has been monitoring the site for quality assurance since October. Kasmann reviewed the work to-date on the lot, change orders to the construction contract and the items still requiring completion. He stated that Steve and Associates requested 37 bad weather days in October and November, as well as three additional days to remove the foundation and to do additional curb work along Walnut at the request of the city inspector. Other change orders include tree removal, changing fencing material, excavating and backfilling soil found to be unsuitable for supporting the lot with rock and geotextile material, and extending ESS' services. He explained that after the soil thaws, the contractor needs six consecutive good-weather days to complete work on the lot – three days for the actual paving and three days for fence installation and other work – so it could be March or later before the lot is ready for use.

In response to a question, Kasmann said that doing soil testing before bidding the project would have been an additional expense and may not have found the inadequate soil, and the library would still have had to pay the cost to remove and replace the soil. Barrett added that some of the soil was under existing asphalt and would not have been able to be tested.

Smith stated that the budget for the parking lot construction was \$378,700. The original contract with Steve and Associates and the other vendors was for the bid amount of \$228,429. With the change orders, Smith said that the current estimate of the cost to complete the parking lot

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construction is \$263,011, which includes \$26,535 in change orders and a contingency of \$8,047. Smith explained that because the project was not completed in 2009, next month staff will be requesting a budget amendment to re-appropriate funds from the CY 2009 budget to the CY 2010 budget in the amount of \$168,995. Carr added that Rost Landscaping confirmed that they are not changing their original price quote for their scope of the project despite the schedule delay.

Carr confirmed that staff will be the primary users of the new lot. The board discussed promoting the additional parking spaces that will soon be available for patrons and taking advantage of the opportunity to remind patrons that the library has more than one lot.

**Board President Remarks**

In response to comments provided during the Board's self-study, Gerding briefly reviewed some guidelines for conduct and reminders about the roles of the committees.

**Approval of Minutes**

Gerding asked for corrections or changes to the minutes of November 12, 2009. She asked that the spelling of Tom Kayser's last name be corrected on page four. Hearing no further suggestions, she declared the minutes approved as corrected.

**Monthly Reports**

Financial Reports – Smith stated that the December report is preliminary and that the final report will be issued after the audit is complete. He said that he expects revenues to increase slightly after additional property tax receipts and investment interest are reported and non-cash donations are included. He expects that the final report will show the library receiving 99% of total budgeted revenue. Smith said that he expects operating expenditures also to increase slightly for the final report once remaining invoices for 2009 expenditures are received and paid. He explained that approximately \$500,000 in the capital outlay line will lapse due to the parking lot construction not being finished in 2009, the copier line being under budget, and the down payment for the replacement bookmobile being less than anticipated.

In response to a question, Carr said that OBS expects to deliver the bookmobile in June, and the library will likely begin the bookmobile's service program in August. She added that staff will have a bookmobile plan update for the board in March.

Service Reports – Carr announced that the library exceeded two million checkouts in 2009 by 110,000 items. This is a 7.5% increase in circulation region-wide over 2008. She pointed out increases in other usage statistics, particularly online and electronic services, stating that 2009 was a successful year.

Directors Report – Carr stated that staff would like to hold the library's annual day of training on March 19.

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ACTION: Breyfogle moved to close all facilities and the bookmobile on Friday, March 19 for Staff Development Day. Powell seconded the motion.

Gerding confirmed that the library has closed for staff training one day each year, and Carr reviewed the ways in which patrons are notified of the closing. The motion passed.

Carr thanked the board members planning to attend MLA's legislative Day on February 2 and listed some other events they might attend, including a League of Women Voters forum and legislative update videoconferences. She said that most legislative issues this year deal with library and MOREnet funding in the state's budget. She added that there is a bill under consideration that would allow library districts to use sales taxes for funding in addition to property taxes, and another bill regarding policies for placement of materials considered pornographic for minors.

Carr said that the planned date for the public launch of the new online catalog, BiblioCommons, is February 8. Staff training will begin January 25. She added that BiblioCommons is featured in the front-page article in the upcoming issue of "Your Library." She complimented Technical Services Manager Pat Kopp for her work on the transition to the new catalog.

Richards praised the staff for their hard work and the great number of items accomplished in 2009.

**Committee Reports**

Evaluation Committee – Board Self-study Survey – Higgins reported that the committee met on December 22 to review the results of the board's self-study and identified three areas to address: board meetings, committees, and the Director's evaluation process. Higgins reviewed the points in the written report distributed to the board.

In response to the comment that the appointing entities do not always adequately explain the duties or time commitment required to serve on the library board, Gerding suggested providing the mayor's office and the county commissioners an updated description of library trustees' duties and expectations for committee participation and time commitment. Carr said that library staff would do this.

Gerding addressed the issue of committee assignments, saying that in addition to meeting the requirement that every committee have a representative from each district board, when making the appointments for this year, she tried to prevent having a new board member be the sole representative of his or her district board on a committee. With so many new appointees, this meant that some of the committees were larger than they might otherwise have been. Powell added that if the DBRL Board President is from Callaway or Boone, that person cannot be a voting member on a committee. The remaining four members of that district board might therefore have to serve on more committees. Carr stated that current and past district board presidents also automatically serve on the Finance Committee. Breyfogle suggested that the board president take into account which committees might have more or longer meetings in the

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coming year and give fewer committee appointments to those who will be serving on the busier committees.

Richards said that the Evaluation Committee also discussed board members' tolerance for longer regional meetings and the possibility of moving some business from the committees to the full board to have fewer meetings. Gerding added that since the Columbia Board no longer needs to meet every month, the board could consider starting the regional meetings earlier. Carr suggested that if the regional board continued to meet at 7:00 p.m., some committees could meet prior to that, reducing the number of monthly trips to Columbia for some members. However, these would need to be committees that wouldn't need to produce something for action that evening by the full board, because no background information would have been included in the packet for the regional meeting. The board further discussed the possible pros and cons of an earlier start time. Carr stated that in the case of business that might require just a short discussion by a committee, she has begun the practice of talking with the board president and the committee chair to see if that item of business can be added to the DBRL Board meeting agenda, eliminating the need for a committee meeting.

The board members agreed that if they met at 6:00 p.m. they would not require the library to provide dinner.

**ACTION:** Higgins moved, Breyfogle seconded, to change the start time of the regularly scheduled DBRL Board meetings to 6:00 p.m. on a trial basis. The motion passed.

Higgins read a motion from the Evaluation Committee.

**ACTION:** The Evaluation Committee recommends making the evaluation of the Director mandatory for all board members.

The board discussed whether or not mandatory participation could be enforced, and Richards stated that the overall intent of the motion is to stress that the Director's evaluation is a key component of a trustee's job. Gerding added that this rule would increase the Evaluation Committee chair's ability to follow up with those who had not yet completed an evaluation. She added that board members should be assured that responding "I don't know" to any question is perfectly appropriate if they feel they haven't had enough experience with the Director to provide a meaningful answer. Webber said he didn't feel this motion was necessary, and perhaps the board could amend the Ethics Statement for Public Library Trustees to include a reference to the Director's evaluation as a primary responsibility.

The motion passed with the board president casting the deciding vote.

**ACTION:** Webber moved, Powell seconded, to amend the last sentence of the Ethics Statement for Public Library Trustees Policy (2-616) to read: "Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees, including participation in the annual Director's evaluation." The motion passed.

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**ACTION:** The Evaluation Committee recommends requiring respondents to identify themselves when completing the Director's evaluation, with the confidentiality of respondents' identities being maintained by the committee.

Gerding explained that the Director takes all comments on the evaluation seriously, and sometimes a direction or comment needs clarification, and this will allow the chair to go back to a member to ask for further explanation. Richards stated that the motion is also about the principle of asking board members to stand behind their comments. He stated that in the past the board has gone through some volatile times, and anonymous comments can be used to further an agenda. Others expressed the opinion that anonymity is the only way to get candid feedback. The board discussed the confidentiality of respondents' comments being maintained by the committee instead of just the committee chair and the DBRL president, with some members pointing out that the chair might need assistance in compiling responses or following up with members.

The motion passed.

Gerding said she appreciated all board members participating in the self-study and was pleased with how quickly the board moved forward with the evaluation process once it decided to undertake the self-study.

**Old Business**

There was no old business to discuss.

**New Business**

Library Policy Review – Carr stated that as part of the board's ongoing review of library policies, this month staff is presenting two ethics policies. The first, the American Library Association Code of Ethics, has one proposed change that talks about balancing the interests of information users and rights holders.

**ACTION:** Robison moved, Powell seconded, to adopt the American Library Association Code of Ethics (2-615) as revised.

In response to a question about the meaning of the wording change, Carr stated that this change came out of concerns regarding the digitization of documents. Some companies are digitizing materials no longer under copyright and then claiming ownership of those documents, making information less available or accessible. This language is an attempt to balance the rights of authorship and the rights of the public to free access to information. The motion passed.

Carr reminded the board that it already voted to amend the second policy on the agenda for discussion, the Ethics Statement for Public Library Trustees. Gerding added that this policy does not require board members to recuse themselves from a discussion or decision simply because they know someone involved; this policy refers more to a financial or significant personal interest in a matter of discussion.

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Employee Parking Policy – Carr stated that the construction of the new lot provided a good opportunity to create a formal parking lot policy addressing where employees should park at all facilities to reserve the closest spots for our patrons.

ACTION: Powell moved, McDonald seconded, to approve the Employee Parking Policy.

Robinson proposed removing the word “overflow” in reference to parking in the CPL’s current north lot (designated as lot B), stating that the north lot is actually the first choice for parking for some patrons and is just as valuable as the south parking lot. Powell accepted this amendment to the original motion.

The motion to approve the Employee Parking Policy with the word “overflow” removed from the fourth sentence of the first paragraph passed.

DBRL Trustee Roles and Responsibilities Review – Gerding stated that as a result of the board’s self-study, the Evaluation Committee felt it would be a good idea to do a brief training session revisiting the role of a library trustee. She said that this session would occur at February’s meeting.

**Public Comment**

There was no public comment.

**Staff Comments/Announcements**

There were no staff comments or announcements.

**Board Comments/Announcements**

Gerding reminded the board of January’s trustee activity: contact one civic organization and let them know the library has volunteers available who can make presentations about library services, and suggest presenting in April as part of National Library Week.

**Adjournment**

There being no further business to discuss, Gerding adjourned the meeting at 8:50 p.m.

Minutes recorded by Lauren Williams, DBRL Staff

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Board Secretary