

**Daniel Boone Regional Library
Minutes, Meeting of February 11, 2010**

Call to Order, Roll Call, and Determination of Quorum

Gerding called the meeting to order at 6:03 p.m. in the Virginia G. Young Room of the Columbia Public Library (CPL). Board members present were: Rosie Gerding, President; Susan Breyfogle; Linda Dellsperger; Mary Fennel; Terry K. Higgins; Jim Jones; Michael Luebbert, Warrant Officer; David McDonald; MaryEllen Sievert; Jacob Thorne; and David Webber. Jessica Robinson arrived at 6:15 p.m., and Bridget Canaday arrived at 7:00 p.m. Julie Baka, Mary Ann Beahon, Susan Daly, Tonya Hays-Martin, Patricia Powell, and Tom Richards were absent.

Also present were Melissa Carr, Director; Elinor Barrett, Connie Bush, Melanie Henry, Pat Kopp, Marilyn McLeod, Ronda Mitchell, Mike Mullett, Karen Neely, Russ Niermeyer, Greg Reeves, Jim Smith, and Lauren Williams, DBRL staff; and Ross Kasmann, Engineering Surveys and Services.

Public Comment

There was no public comment.

Board President Remarks

Gerding reviewed behavior guidelines for meeting participation and explained that due to the large number of programs and meetings in the library limiting meeting space, the district board break-out sessions would all be held in different corners of the Virginia Young Room.

Approval of Minutes

Gerding asked for corrections or changes to the minutes from January 14, 2010 and closed session minutes from July 16, 2009. Hearing none, she declared both sets of minutes approved as written.

Monthly Reports

Financial Report – Smith stated that the January report is preliminary and that staff is still waiting on financial information from the City of Columbia. He said that some other adjustments need to be made based on recent information received, including moving some of the money included in the Investment on Taxes line back to 2009. Approximately \$18,000 included in the utilities line on page six will also be moved back to 2009.

Out of courtesy to Ross Kasmann of Engineering Surveys and Services, Gerding skipped to item 7b on the agenda.

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2010 Budget Amendment

Smith explained that since the parking lot construction was not completed in 2009 as originally projected, this budget amendment re-appropriates funds from 2009 into 2010's budget to complete the project. Smith confirmed that the estimated cost to complete the parking lot as presented in the memo is unchanged from the amount presented at January's meeting. Kassman updated the board on the limited progress on the lot, saying that the weather has been continually awful for construction. Carr said that we still hope to open the lot sometime in the spring. Smith explained the process for each district board to consider approval of the budget amendment during their breakout sessions later in the meeting.

Public Comment – There was no public comment on the 2010 budget amendment.

Monthly Reports

Service Report – Carr shared a story from Columbia Housing Authority Director Phil Steinhaus about children reading books from the library's express collection at the Elleta Boulevard Laundromat. She reported his appreciation of this service.

Director's Report – Carr shared two opportunities for board development, the ALA Annual Conference in Washington, D.C. June 25-28 and an upcoming ALA webinar on intellectual freedom.

Carr reported that the Missouri Library Association (MLA) is now an all-volunteer organization and is making a great effort to reorganize. She stated that she is part of MLA's legislative and other committees. She made membership applications available to all board members.

Carr stated that after the launch of the library's new catalog, the vast majority of feedback has been extremely positive. She said that a few people have not wanted to create a user name, but staff is working well with the public to ease the transition. We have also received some inquiries from other libraries about the BiblioCommons software.

Carr announced that the library has filled the part-time development coordinator position that is in this year's budget. Rebecca Baughman Kerns will start on February 22.

Carr stated that many of the library's services and strategic plan implementation steps depend on a strong IT department and providing connections to the online world. She introduced IT Manager Mike Mullett who reviewed the large increases in Internet computer and wireless access use at all of DBRL's facilities. He discussed CPL's videoconferencing services, the low-cost Internet connectivity MOREnet provides, and bandwidth monitoring and allocation. He explained how many of our services and equipment use bandwidth, including the web site, new catalog, and the phone system at the Columbia and Callaway facilities. This year as part of the strategic plan implementation we will be increasing bandwidth at Callaway, since they regularly hit their current maximum use, which causes latency or very slow connections to the Internet. He described other systems and equipment monitored and maintained by his department,

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including the door counters, staff computers, and the video surveillance and lighting system at the CPL.

In response to a question about the videoconference equipment, Mullett explained that the old equipment was purchased with funds from a state library grant, but that equipment became un-supportable by MOREnet. Funds for new equipment were requested in last year's budget because no grants were available at that time, so the library purchased the new equipment outright.

The board thanked Mullett for his presentation.

Old Business

MLA's Legislative Day – Greg Reeves reported on his attendance at MLA's Legislative Day with librarian Judy Pruitt and board members Julie Baka, Rosie Gerding, Terry Higgins, Pat Powell, MaryEllen Sievert, and David Webber. The group had meetings with seven of our service area's nine legislators and talked about the importance of supporting MOREnet as the backbone of a lot of the services the library provides. He stated that legislators were very responsive and expressed admiration and support for the library, with some providing practical advice for getting more support for MOREnet. Some of the proposed legislation of interest to libraries includes a change to the sunshine law and a law regarding labeling materials that may be obscene for minors. Carr added that MLA is watching another bill that would allow libraries in two Missouri districts to raise funds using sales tax. She explained that this bill was originally written to allow all Missouri libraries to have this funding option when going for an election, but now this piece has been narrowed and added as an amendment to another bill.

2010 Implementation Strategies Update: Lockers for Holds – Barrett explained that Ronda Mitchell has taken the lead on implementing the lockers for holds project in Hallsville and Holts Summit. Mitchell reviewed progress so far, including the project timeline, development of locker specifications, tours of both communities, and the RFP for the lockers. She said that the next step is to send the desired site criteria to these communities and to request proposals for site locations. Library staff plans to meet with community officials and chamber members to promote the project and solicit proposals. The lockers could be installed as early as August, but this is contingent upon the responses from the communities.

Bridget Canaday entered the meeting.

In response to a question, Carr said that library staff was currently assuming that there would be no charge for the library to place the lockers in an existing facility. Barrett reviewed the ideal criteria, saying that the library would prefer to partner with a civic entity that has a facility publicly accessible for a set number of hours, parking, and a place for an exterior materials return. Robinson suggested that staff determine ways to get community input on desirable locations before presenting the recommended locations to the board.

2010 Implementation Strategies Update: Small Bookmobile – Neely showed drawings of the exterior designs for the replacement small bookmobile and the interior floor plan. Carr reminded

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the board that part of the small bookmobile's service plan will include visits to licensed day-care facilities. If a day-care center is small, the children can come on board for story times and programs. Neely stated that the bookmobile will have an awning to create an outdoor shelter for larger programs. Carr said that the library should receive the bookmobile in June and put it into service in August.

Recess to Individual District Board Meetings

Robinson moved to recess to individual district board meetings. Dellsperger seconded the motion and the motion passed. Gerding recessed the meeting at 7:19 p.m. The meeting reconvened at 7:22 p.m.

Report from Individual District Board Meetings

Boone County Library District – Dellsperger reported that the Boone County Library District Board approved the 2010 budget amendment.

Callaway County Library District – Fennel reported that the Callaway County Library District approved the 2010 budget amendment.

Columbia Library District – Webber reported that the Columbia Library District approved the 2010 budget amendment.

DBRL Trustee Roles and Responsibilities Review – Gerding distributed a document she compiled listing the primary responsibilities of a library trustee. She briefly reviewed the list as well as trustees' legal responsibilities, highlighting the board's duty to maximize the public welfare. Webber expressed the opinion that this document be more formally considered in some way or at least made available on the trustee web site. Robinson suggested that since some of these duties touch on responsibilities outlined in the bylaws, perhaps the document should be referred to the Contract and Bylaws Committee.

ACTION: Webber moved to direct the Contract and Bylaws Committee to consider and discuss the library trustee responsibilities document. Sievert seconded the motion. The motion passed.

New Business

Library Policy Review: Copyright/Public Performance Rights – Carr stated that this policy has some minor wording changes and updates proposed by staff.

ACTION: Dellsperger moved, Higgins seconded, to approve the Copyright/Public Performance Rights as amended.

Several board members questioned whether or not specific reference to copying music CDs should be included in the policy. Carr stated that copyright laws apply to all types of materials. The specific formats addressed in the policy pertain to public performance or viewing of those

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materials, which don't apply to CDs. Board members discussed some of the language in the procedures, including concerns that the last sentence of number nine – “The public should abide by these [copyright] laws when viewing materials borrowed from the library” – is not enforceable. Carr stated that staff greatly appreciates feedback on the procedures, and she clarified that the board is voting on the policy only. She suggested that she take the board's concerns back to staff and bring the policy back to the next meeting.

ACTION: Higgins moved to table the motion under consideration and Dellsperger seconded the motion. The motion passed.

Library Policy Review: Internet Access and Safety Policy – Carr said that staff proposed a fair amount of revision to this policy to be more specific regarding behaviors that are and aren't allowed, as well as to take into account changes in services and technologies.

ACTION: Higgins moved to approve the Internet Access and Safety Policy. Dellsperger seconded.

In response to a question about how this policy is enforced, Carr stated that IT staff and professional library staff enforce the policy. McLeod explained that librarians can suspend a patron's computer privileges, and Mullett added that the computers are configured in such a way that patrons cannot install downloaded software. He said that in addition to other safeguards, network jacks in the library are not live unless IT staff turns them on, so patrons cannot connect to or use our network. In response to a question about who deems what content is appropriate for viewing, Carr stated that professional staff determines this based on state statutes regarding information considered pornographic for minors. McLeod confirmed that this has not been a large problem for the library, but we are required by state law to have this policy because we don't use filtering software on our Internet computers except at the patron's request. McLeod explained that the library has few problems with Internet safety issues and rarely has requests for this filtered access. This policy gives staff leverage if there is inappropriate activity.

Robinson expressed concern about the language in item 11 detailing prohibited behaviors related to pornographic or obscene materials, saying that it echoes language in the current proposed legislation regarding labeling young adult materials. After discussion, the board felt that item one in this list, which prohibits use that violates any state law, includes the state statute that concerns accessing and viewing information considered harmful to minors, making item 11 redundant. Consensus was to remove item 11 from the list. Gerding proposed word choice changes on page one, and Webber requested that the punctuation of the list on page two be corrected.

The motion to approve the Internet Access and Safety Policy with the changes discussed passed.

Library Policy Review: Video Security System Policy – Carr explained that this policy was included in the packet for the board's review, but staff is not proposing any changes. In response to a question about the Director having sole authority for placement of the cameras, Carr explained that this applies to the time of installation; cameras cannot be moved or adjusted after they are installed. She said this assures the cameras remain focused on broad areas and prevents

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them from recording what patrons are viewing on computers, for example. Barrett explained how duties related to the cameras' operation are typically performed and by which authorized staff person. She confirmed that no video records are reviewed without permission from the Director.

Public Comment

There was no public comment.

Staff Comments/Announcements

Smith announced that at the February 25 meeting of the Finance Committee he would be making a presentation regarding property taxes, including how they are calculated, factors that impact them, and the process of setting the tax rates. All board members are welcome to attend.

Board Comments/Announcements

Higgins reported on her participation at ALA Midwinter in Boston. She chairs the ALTAFF Leaders Orientation Committee. Higgins expressed her concerns regarding the leadership of ALTAFF (Association of Library Trustees, Advocates, Friends and Foundations), saying that the board members of the organization are all former FOLUSA members (Friends of Libraries USA) and that the concerns of trustees are not well represented.

Fennel and Canaday reported that they both contacted civic organizations about having a library representative make a presentation for their organization.

Gerding reminded board members of February's trustee activity, to attend a non-board library activity or program.

Adjournment

Higgins moved to adjourn and Gerding adjourned the meeting at 8:11 p.m.

Minutes recorded by Lauren Williams, DBRL Staff

Board Secretary