

**Daniel Boone Regional Library
Minutes, Meeting of November 10, 2011**

Call to Order, Roll Call and Determination of Quorum

Mike Luebbert called the meeting to order at 6:00 p.m. in the Virginia G. Young Room of the Columbia Public Library. Board members present were: Julie Baka; Mary Ann Beahon; Susan Breyfogle; Mary Fennel; Rosie Gerding; Philip Harrison; Tonya Hays-Martin; Terry K. Higgins; Lyle Johnson, Warrant Officer; Jim Jones; Luebbert, President; Patricia Powell; Tom Richards; Jessica Robinson; MaryEllen Sievert and David Webber, Vice-President/Secretary. Bridget Canaday, Susan Daly and Lisa Groshong were absent.

Director Melissa Carr and DBRL staff members Elinor Barrett, Amanda Burke, Patrick Finney, Melanie Henry, Pat Kopp, Patricia Miller, Karen Neely, Greg Reeves, Jim Smith and Mitzi St. John were in attendance.

Public Comment

No members of the public were present.

Approval of Minutes

Luebbert asked for corrections or changes to the minutes from October 13, 2011. Hearing none, he declared the minutes approved as written.

Director's Comments

Carr reminded the Trustees that there is a position available on the BCLD Board and, if they know someone to recommend who would make a good Trustee, there is information on our website and the application is on the Boone County Commissioners' website. Potential applicants are also welcome to call Carr for further information.

The Columbia Values Diversity Celebration is at 7:00 a.m. on January 12. Carr asked the trustees to notify her if they wish to attend so the correct number of tickets can be purchased.

Richards entered the meeting.

Carr asked Jones to pass around his photos of the cleared plot in Ashland where the new leased facility will be constructed. She noted that the lease contract has been signed and the McKinney Properties has put the construction job out to bid.

Private Donations

Carr stated that the private gift from Florence Littrell (reported at the June Board meeting) has been received, and noted that it would be beneficial to transfer the funds to the DBRL Foundation and use them in the designated manner over an extended period of time. The gift is directed toward the purchase of political science materials for CCPL in print, non-print and database formats.

ACTION: Gerding moved, Powell seconded authorizing Carr to transfer the \$25,000 Littrell gift to the DBRL Foundation to be expended for political science materials for CCPL. The motion passed.

Carr announced that a family foundation is offering a \$50,000 gift directed to Children's Services at CPL; DBRL policy states that the Board must vote to accept a gift of this size. She believes the details of the gift will be solidified in the next ten days. Staff would likely to use this gift to meet the 2012 Implementation Strategy goal of providing early-childhood interactive learning activities at CPL. In response to a question from Sievert, Carr clarified that, although the donor approached the library with a specific interest in Children's Services at CPL and it would be ideal to use the money to meet an

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Implementation Strategy, there may be opportunities for a mobile component. All of the project details are not yet established, but the donor has been very flexible. Robinson asked about the ongoing maintenance and replacement costs of an interactive installation. Barrett responded that staff are mindful of the wear and tear and attrition of parts that can occur with furniture or installations in a public children's area. Staff are investigating items from a company that designs durable products specifically for libraries. Carr noted that the donors are amenable to a portion of the gift being used for consulting, publicity, installation or maintenance fees that may be associated with such a project. Jones inquired if the donors want to transfer their funds before the end of the year for tax purposes, and Carr responded that she would inquire at their next meeting. The Trustees discussed the scope of the gift and whether, assuming it is transferred to the Foundation for management, approval of expenditures of this gift from the Foundation is necessary or desired.

ACTION: Robinson moved, Sievert seconded accepting the \$50,000 gift provided that any expenditures of the gift be approved by the DBRL Board.

Powell asked that the motion be qualified so that the Board is not required to approve small expenditures.

ACTION: Robinson amended her motion and Sievert accepted the amendment. The motion is to accept the \$50,000 gift with the understanding that the proposal for the project to be funded by this gift must be approved by the DBRL Board before it is implemented.

Barrett stated that staff would be happy to present a full project proposal to the board, including the project's concept, budget and timeframe.

Richards inquired into the role of the Board in accepting or rejecting such gifts when the donor wishes to remain anonymous. Carr stated that DBRL's gift policy requires that the Board vote on whether to accept all gifts of \$25,000 or more. Carr also said that staff had investigated the family foundation's history of giving and were confident in recommending acceptance of the gift. Johnson said he would be glad to have the Finance Committee review the Gift Policy to clarify the Board's role when considering anonymous gifts of \$25,000 or more.

ACTION: The motion passed.

Carr informed the board that she would keep them apprised of developments regarding this gift.

Lastly, Carr stated that a patron dropped in on Rebecca Baughman Kerns and herself on Monday to tell them how wonderful and helpful the staff is at CPL, and that he and his wife are now preparing paperwork to include DBRL in their will. Carr stated that she and Baughman Kerns are planning to better familiarize patrons with this method of giving and formalize the process of accepting such gifts.

Monthly Reports

Luebbert asked for comments or questions regarding the Financial, Service and Director's Report, which were included in the Trustees' packets. Jones asked why the Prior Year total of Fixed Assets – Columbia Building is \$0 and the Current Year is over \$296,000. Smith responded that the Prior Year expenditures were recorded on the CLD Building Fund balance sheets; however, because the replacements were purchased with DBRL funds, the items are now recorded on the DBRL balance sheet in the current year.

Committee Reports

Ad Hoc Communication Committee: Robinson stated that the committee met on November 8 to review the 2008 Communications Blueprint and assess the progress made on the goals outlined therein. She reported that the board and staff have come far in meeting those goals and improving DBRL's public image. The next committee meeting will be used to revise the Communications Blueprint for 2012.

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Finance Committee: Johnson reported that the committee met on November 3 and approved recommending the CY 2012 DBRL Operating Budget to each individual library district board for approval. The committee also heard a proposal from REDI regarding a proposed Enhanced Enterprise Zone (EEZ) and asked the REDI representatives to return to them with further information. The committee then discussed suggestions for changing the DBRL contract to include budget-balancing measures in order to produce more equitable Cost Allocation Reports. The suggested changes were recommended to the CCLD Board for review at their next meeting and will come before the DBRL Board in January.

Johnson asked Smith to review the budget detail.

Smith stated that revenues will increase due to property tax revenues, State Aid and the Percolation Desk revenue. Salary and Fringe Benefit expenditures will increase due to a 2.5% staff salary increase, an approved increase in FTEs for SoBoCo and the Percolation Desk, and the increase in benefits premiums. Staff will begin paying 5% of the dental premium. Library Materials will increase to improve collections at all facilities. General Operating is expected to decrease due to a smaller allowance for professional fees and fewer one-time requests. Furthermore, the MOREnet fee decreased thanks to IT Department Manager Mike Mullet negotiating a cost-saving, multi-year contract. Building Operations and Maintenance is expected to increase due to inflation. The workers' compensation insurance premium is down due to the staff's increased safety awareness. The Community Bookmobile will have an exterior wrap applied to update its look. Contingency is provided to offset grant and donation spending and prevent overspending of total budgeted expenditures, which would be a violation of state statute.

In response to a question from Robinson, Carr stated that only employees are covered by DBRL's health insurance, but employees can pay the full premium cost to cover their spouse or children. Gerding asked if DBRL employees are aware of climbing benefits costs, and Carr said that she tells the staff of all changes and the amount deducted from their pay is listed on all employees' pay stubs, but she would like to keep staff contributions at the same rate as long as possible and then make one change to a higher staff contribution percentage or one reduction in plan benefits, rather than making small changes each year. She noted that Melanie Henry and Diana Buckner may develop an educational program on how staff can utilize their health insurance benefits in a way that serves their individual needs but also may help keep future premium increases low.

Capital Outlays in the 2012 budget include furniture for the larger, leased facility in Ashland, work on the south parking lot of CPL, tuck pointing and caulking at CPL and replacing the carpet in the public areas of CPL. Smith gave the ending fund balance projection for December 31, 2012. Portions of the fund balance are directed toward Future Improvements of Buildings, Future Furniture and Equipment Replacement and Implementation of the Strategic Plan.

Luebbert asked for public comment. No members of the public were present.

Luebbert thanked the staff and the Finance Committee for their work.

Recess to District Board Meetings

As provided for in the agenda, Luebbert declared a recess so that individual library boards could meet.

District Board Reports

Boone County Library District: Powell reported that the BCLD unanimously approved the CY 2012 DBRL Operating Budget.

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Callaway County Library District: Hays-Martin reported that the CCLD unanimously approved the CY 2012 DBRL Operating Budget.

Columbia Library District: Gerding reported that the CLD unanimously approved the CY 2012 DBRL Operating Budget.

Old Business

2011 Implementation Strategies Update: Carr reported that a ribbon-cutting was held at three of the new book drop sites on November 9, and both the public and our partners at the banks are very excited about the new service. She thanked Gerding, Daly and Powell for attending, then acknowledged the staff who were instrumental in launching this service successfully: Elinor Barrett, Patrick Finney, Jim Smith, Mitzi St. John, Sheryl Bucklew and Russ Niermeyer. Barrett added that some patrons drove up and returned books while our staff was still on site. Barrett gave further kudos to St. John and the rest of the PR Department, who have been working non-stop through Summer Reading, One Read, the book drop project and the opening of the coffee kiosk. Barrett also thanked the staff of the Circulation Department, who are adapting to changing workflow. She reported that the first round of collections was done with the box truck on November 10, and a total of 260 items were collected. The drop box at Commerce Bank on Bernadette Drive had the most items on the first day.

Finney reported that the Percolation Desk opened on October 24 with beverages and packaged snacks. Fresh baked goods were added on October 31 and the debit/credit machine was operational on November 8. Finney stated that the kiosk has covered its expenses every day in November and staff estimate that the capital expenditures will be recouped within twelve months. The income is currently only from food and drink, but there are plans to add tote bags, travel mugs and small supplies. He will be tracking sales trends closely.

He and the staff are receiving positive comments from patrons, especially about the friendliness of the employees staffing the kiosk. Carr added that her interactions with the Perk Desk staff indicate that they are happy to have this new component to their Library Aide jobs. Finney stated that Sheryl Bucklew has been very important to and involved in this project, and he thanked her.

Beahon suggested the kiosk add a toaster or microwave for bagels and Finney thanked her for the suggestion. In response to a question from Baka, Finney noted that day-old goods are offered at a discounted price.

New Business

December DBRL Board Meeting: Luebbert stated that no further business would need to be addressed by the full Board before the new year.

ACTION: Powell moved, Jones seconded cancelling the previously-scheduled December 15 Board meeting. The motion passed.

HR Policies: Henry presented three policies with suggested revisions. She noted that one change to Policy 1-280 was the removal of references to a "Staff Relations Committee," as that committee was disbanded with the hiring of the Human Resource Manager. In general, the policies were edited for clarity and conciseness. Gerding suggested changing the phrases "complaint adjustment" and "grievance adjustment" in two separate policies to "complaint response adjustment" and "grievance response adjustment." Regarding Policy 1-290, Jones asked what information would be made public if the Director was the subject of a discrimination complaint. Henry said that, per the Sunshine Law, any disciplinary decision affecting the Director would have to be made public, but not the grievance itself.

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Gerding asked what form the publication would take, and Henry said the minutes of a public meeting would suffice.

Hays-Martin asked if a timeline for on-going review of all DBRL policies had been established. Carr answered that a timeline is in place in which Personnel Policies are reviewed over one year, then General Administrative Policies the next year and Financial Policies the third year, after which the process repeats. Carr credited Powell for urging that the on-going review process be established.

ACTION: Hays-Martin moved, Higgins seconded approving policies 1-280 (Employee Grievances), 1-281 (Disciplinary Action) and 1-290 (Complaint of Employment Discrimination) with the suggested revisions. The motion passed.

Miscellaneous

Hays-Martin asked about the progress in establishing a Dolly Parton's Imagination Library (DPIL) in Callaway County. Carr responded that the donor has since refined the scope of the gift and will now concentrate on providing DPIL to children who live north of I-70 in Callaway County. A non-profit community group has been formed to sign up as many children as possible in that section of the county. The group is also willing to distribute library information and may hold events which Bookmobile, Jr. could attend (the associated costs would be covered by the gift). Reeves will attend the group's meetings.

Baka asked if progress had been made in the case of a patron who was not satisfied with CPL's ADA accommodations. Carr said that she and Barrett met with the patron and offered her several options. The patron seemed satisfied, but Carr continues to receive phone calls about the issue. Carr furnished the minister at the First Presbyterian Church with a summary of DBRL's services for the hearing- and sight-impaired, and he distributed the information to other area ministers. As a result, staff received a couple of new requests for Wolfner Library services in the past week.

Public Comment

No members of the public were present.

Staff Comments/Announcements

There were no comments or announcements from the staff in attendance.

Board Comments/Announcements

Powell noted that this would be Robinson's last official DBRL Board meeting and thanked her for her contributions to the library. The statement was met with a round of applause.

Higgins updated the Trustees on recent developments within her family.

Jones noted that he is enjoying the Percolation Desk.

Luebbert announced that the Trustees' activity for November is to tell someone about the new service or library information you learned about in October.

Adjournment

There being no further business to discuss, Luebbert adjourned the meeting at 7:31p.m.

Minutes recorded by Amanda Burke, DBRL staff.

David Webber, Board Secretary