

**Daniel Boone Regional Library  
Minutes, Meeting of April 13, 2017**

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

Susan Daly called the meeting to order at 6:00 p.m. in the Friends Room of the Columbia Public Library (CPL).

Daniel Boone Regional Library (DBRL) Board members in attendance were: Julie Baka; Daly, President; Mary Fennel; Lisa Groshong; Tonya Hays-Martin; Lynn Hostetler; Jean Howard; Michael Luebbert; Kate Markie; Gena Scott; Khaki Westerfield and Bill Young. Dorothy Carner, John French, Phil Harrison, Brouck Jacobs, August Nielsen, Pat Powell and Brian Warren were absent.

Also in attendance were DBRL Director Melissa Carr, and staff members Elinor Barrett, Amanda Burke, Betsy Collins, Patrick Finney, Melanie Henry, Patricia Miller, Ronda Mitchell, Nathan Pauley, Greg Reeves, Angela Scott, Jim Smith, Mitzi St. John and Lauren Williams.

**Public Comment**

There were no members of the public in attendance.

**Minutes**

Daly asked for corrections or changes to the open and closed session minutes from March 9 and March 16, 2017. Hearing none, she declared the minutes approved as written.

**Monthly Reports**

**Director's Report and Comments:** Carr thanked the board members for their service and wished them a happy National Library Week and happy early National Volunteer Week.

Carr announced that the City of Columbia financial reports are expected in May. At that time, Williams-Keepers staff will be able to complete the 2016 DBRL audit and will likely present the results to the board in June.

Carr distributed the draft 2016 Annual Report and noted that unaudited figures are included. The report will be mailed to all household in the region as part of the next About Your Library newsletter.

Carr updated the Trustees on action taken since the previous board meeting. She followed up with all of the community members who previously wrote with their opinion on allowing firearms in library buildings to let them know about the Board's action at the March 16 meeting and the new Board-approved policy. The people who replied to that email were supportive, though disappointed that the Board had to take that action. MLA advocate Randy Scheer is looking for legislative opportunities to add libraries to the list of places with a concealed carry permit exemption. DBRL managers met with Columbia police officers and the Assistant City Attorney to discuss procedures for encounters with patrons carrying firearms. Staff training will be provided at all DBRL facilities based on the results of this conversation. In the meantime, staff will call 911 if someone is using a gun in a threatening manner. Staff also discussed full-time security at CPL with the Columbia police officers and they are willing to provide additional hours. Full-time security will begin on May 1. The cost of implementing this recommendation from the Board is an additional \$30,000 per year, for a total cost of \$100,000. In response to a question from Daly, St. John said that a news release, Facebook post and/or e-blast may be used to announce the transition to full-time security.

Carr announced that the Callaway County Public Library (CCPL) recently received two generous

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gifts: \$4,000 from the estate of Donald Hecht, a patron who appreciated the library and its staff, and \$1,000 in memory of Joseph and Arlene Palmer.

Carr requested that Trustees contact her if they are interested in providing a dish for the annual CPL Friends of the Library brunch.

Ballots were distributed so board members could vote for one of the 2017 *One Read* finalists.

Carr reminded the Trustees that the City Council will discuss the Columbia and Boone County Library Districts' unification at the May 15 pre-Council Meeting.

Financial Report: Daly asked for and heard no questions about the preliminary March Financial Reports.

Service Report: Daly asked for and heard no questions about the Service Report.

**Committee Reports**

Contract & Bylaws: Hostetler reported that the committee developed the proposed changes to the documents, which will be considered for approval by the board in January 2018. In the contract, the only substantial change is to the description of the composition of the board. In the bylaws, Article III is proposed for elimination. The committee also proposes decreasing the number of committees by eliminating the standing Contract & Bylaws committee and combining the Finance and Risk Management committees.

Carr elaborated that the contract and bylaws would be reviewed by the full board at least annually, and an ad hoc committee could be formed when necessary for further review or consideration of changes.

Daly stated that a committee must review the retirement plan in detail annually, for liability reasons.

The Trustees agreed that further consideration was needed regarding combining the Risk Management and Finance committees.

Carr also noted that the committee proposed increasing the number of officer from 3 to 4, for ease of rotation between two districts.

Hostetler noted that the library legal counsel will review the documents next.

Daly asked and heard no opposition to taking up agenda item 8.b. at this point in the meeting.

**ACTION:** Howard moved, Markie seconded entering Closed Session concerning matters of personnel as authorized under RSMo 610.021(3). Vote on the motion was taken by roll call: Baka – yes; Daly – yes, Fennel – yes, Groshong – yes, Hays-Martin – yes, Hostetler – yes, Howard – yes, Luebbert – yes, Markie – yes, Scott – yes, Westerfield – yes, Young – yes. The motion passed.

All members of the staff except Carr exited the meeting.

The Board entered Closed Session at 6:29 p.m.

The Board resumed Open Session at 6:40 p.m.

**Committee Reports, Continued**

Long Range Planning: Fennel reported that the committee met on Tuesday, April 11 and

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consultant Maureen Sullivan participated by Skype. The committee discussed draft Mission and Vision Statements and passed a motion recommending the following statements to the regional board:

*Vision Statement*

DBRL strives to be at the heart of the community; a trusted resource and partner known for excellence, creativity, and open, equitable access; connecting every person to opportunities for a lifetime of discovery, learning, and joy.

*Mission Statement*

Your Library: connecting you to ideas, information, community life and each other.

Barrett reviewed the statements and the meaning behind the word choices. She noted that the idea of the library facilitating community members connecting to each other and to community life is a new theme that emerged in this planning cycle. Barrett thanked the staff committee that worked to develop the statements after reviewing the information collected from public and staff surveys and conversations.

The board members expressed their approval of the language used in the statements, especially the word “joy.”

Barrett distributed and reviewed the updated Strategic Direction Planning Process timeline. The next step in the process is to draft the areas of focus for the new Strategic Plan. The draft document will be ready for review at the May 11 board meeting. The final draft of the new Strategic Plan will be ready for review at the July 13 board meeting.

**ACTION:** The motion to approve the new Mission and Vision Statements came from the Long-Range Planning Committee and did not need a second. The motion was unanimously approved.

**Old Business**

There were no questions about the 2017 Implementation Strategies 1<sup>st</sup> Quarter Report.

**New Business**

**Financial Policies:** Smith stated that edits are suggested for Policy 2-702 (Capital Outlays) to include updated terminology and for clarification. No edits are suggested for Policy 2-711 (Disposal of Property Assets). Smith requested that Policy 2-701 (Budget) be reviewed at the May meeting so the Trustees have time to review the most recent suggested edits.

**ACTION:** Baka moved, Markie seconded approving Policies 2-702 (Capital Outlays and 2-711 (Disposal of Property Assets) as presented. The motion passed.

**Miscellaneous**

Daly stated that she will contact Trustees soon about service on the Ad Hoc Search Committee.

**Public Comment**

There were no members of the public in attendance.

**Staff Comments/Announcements**

Barrett reminded the Trustees to look for Jean Howard’s quilts in the quilt exhibit currently on display.

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**Board Comments/Announcements**

There were no Trustee comments or announcements.

**Adjournment**

Daly adjourned the meeting at 6:55 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary