

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

Call to Order, Roll Call and Determination of Quorum

Mary Fennel called the meeting to order at 6:00 p.m. in the Meeting Room of the Southern Boone County Public Library (SBCPL). As the new President of the Board, she asked the Trustees to provide her with feedback at any time.

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

Also in attendance were Dan and Jobeth Bradbury of Bradbury Miller Associates (BMA), Matt Kriete of ESS, two members of the media and one member of the public, DBRL Director Melissa Carr, and staff members Elinor Barrett, Amanda Burke, Betsy Collins, Patrick Finney, Melanie Henry, Sarah Howard, Ronda Mitchell, Nathan Pauley, Greg Reeves, Mitzi St. John and Lauren Williams.

Public Comment

There was no comment from the public in attendance.

Minutes

Fennel asked for corrections or changes to minutes from June 15, 2017. Hearing none, she declared the minutes approved as written.

Committee Reports

Ad Hoc Director's Selection Committee: Nielsen reported that the committee met that afternoon with the Bradburys, who will be in mid-Missouri through Friday gathering information for the search.

The Bradburys introduced themselves and reviewed the structure of the search. They said that, in addition to the Board of Trustees, they are meeting with staff, Foundation board members, Friends of the Library and community stakeholders on this two-day visit. Including this trip, they will make four visits to DBRL during the course of the search.

The consultants described their recruiting methods and estimated that by the end of September the committee will receive applications from 25-30 qualified candidates, which the committee will then review and rank, ultimately choosing six to eight semifinalists for Skype interviews in late October. Following those interviews, the committee will select three to four finalists to visit the DBRL region in November for two days of meetings, an interview with the full board and tours of the region's communities. Jobeth Bradbury also suggested organizing a public forum and reception for the candidates on the first evening. Internal candidates are expected to follow the same process as external candidates. When the board decides on their preferred candidate, BMA performs a background check prior to the library making the offer. The consultants hope to conclude the search before Thanksgiving. Dan Bradbury noted that the consultants received survey responses from the Trustees and will provide them with a summary report of the feedback they receive from stakeholders and staff.

Dan and Jobeth Bradbury exited the meeting.

Monthly Reports

Director's Report and Comments: Carr announced that Gena Scott resigned from the Columbia Library District (CLD) Board to avoid a conflict of interest; one of her relatives is now working for DBRL. Carr spoke with City of Columbia Mayor Treece, and he and the CLD Board members agreed that it is best to leave the seat vacant for five months rather than selecting and orienting a new Trustee and then decreasing the board membership upon the January 1, 2018 unification of the CLD and the Boone County Library District (BCLD).

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Carr reported that the Hallsville Library-To-Go lockers and book return are back in operation at their new location, Prenger Foods on Route B. Carr noted her appreciation of all the staff members who helped secure this location, complete the equipment move and installation, and market the new location in such a short time period.

In response to a question from Daly, St. John said that a media release was sent out regarding the new location. Daly suggested contacting the local public water district to add a message about the lockers to each household's water bill.

Daly stated that the BCLD Trustees would like to send a thank-you card to Prenger Foods staff members who approved and assisted with the Library-To-Go installation.

Carr and Burke related positive comments about DBRL and the power of library cards they each recently overheard in public.

Carr distributed eclipse-viewing glasses. She stated that she has discussed the event with managers and they recommend closing all library facilities from 12:30 – 1:30 p.m. on August 21 so that all staff members have the opportunity to view the solar eclipse.

ACTION: Powell moved, Hostetler seconded closing all library facilities from 12:30 – 1:30 p.m. on August 21.

In response to a question from Baka, Carr confirmed that the closure will be weather-dependent.

ACTION: The motion passed.

Carr reminded the board to take a look at the beautiful native plants growing outside of SBCPL. It has been one year since Bill Ruppert of Grow Native! spoke to the Board about the importance of pollinators and assisted DBRL in developing the beds around SBCPL. Mitchell noted that, in the past year, many children's programs have been offered at SBCPL taking inspiration from pollinators and native plants. She developed a guide to the plants, which patrons borrow to take a self-guided tour around the property. Mitchell announced that Ruppert is doing a program in Columbia this Saturday on "How to Use Plants Native to Missouri in Your Landscaping."

The current Board Contact List was distributed.

Financial Report: There were no questions about the report.

Service Report: There were no questions about the report.

District Reports

Boone County Library District: Young reported that the BCLD board met on June 15 and voted to send a letter to the Boone County Commissioners requesting that at least two of the four appointees to the Columbia and Boone County Library District (CBCLD) reside outside the current Columbia city limits. Young also stated that some Trustee representatives met with the Commissioners on Tuesday, June 20 and discussed the proposed merger prior to the Commission's vote on June 29.

Columbia Library District: Markie stated that the board met on July 5 and heard a presentation from engineer Matt Kriete of ESS. Kriete reviewed the recommended scope of work and repairs for the parking lot and south stairs and the pros and cons of increasing accessibility by adding a stair-mounted lift. Markie noted that current accessibility of the south entrance by stairs and ramp meets ADA requirements. The CLD board passed a motion recommending the Regional Board accept the scope of work for the south parking lot and stairs and authorize the Library Director, in consultation with the Presidents of the DBRL and CLD Boards, to accept the lowest and best bid.

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Kriete reviewed the issues to be addressed during upcoming parking lot work, including raising the height of the west handrail on the stairs and resurfacing and re-configuring the accessible parking stalls. He stated that he aims to add one new accessible parking space in the south lot by reducing the width of the staircase by one-third. In response to a question from Daly, Kriete said the failure of the concrete used to construct the stairs after just eight years was not normal, but that the warranty period has passed. Kriete discussed potential causes and noted that similar concrete conditions are being seen on other Columbia-area sites. He attributes this to a change in the layer of quarry stone being used on Columbia construction projects. Carr noted that the cost estimate provided by Kriete includes completely taking out the stairs. In response to a question from Hostetler, Kriete said that stringent specifications will be given regarding the new concrete. In response to a question from Daly, Kriete said a one-year warranty is typical for concrete work. Carr stated that the motion reads “lowest and best” to ensure that the library gets the best quality of work and materials for the price. Authorizing the Director and the two board officers to make a decision on the bids will allow the project to proceed more quickly.

ACTION: The motion came from the district board recommending approval of the scope of work for the south parking lot and stairs and authorizing the Library Director, in consultation with the Presidents of the DBRL and CLD Boards, to accept the lowest and best bid. The motion passed.

Kriete exited the meeting.

Committee Reports, Continued

Long-Range Planning Committee: Carner stated that the committee met on June 28 to review the document. The committee passed a motion recommending the Regional Board accept the draft 2018-2020 Strategic Plan.

Barrett reviewed the document for the full Board. Carner thanked the staff for their meticulous work. Barrett noted that she visited with the search consultants from BMA about the Plan and how a new Director will be able to integrate their own ideas within the broad framework. Barrett also said that some ideas generated in the planning process are already being considered for 2018 budget.

ACTION: The motion came from the committee recommending approval of the Strategic Plan, including the Mission Statement, Vision Statement, Areas of Strategic Focus and Goals, and New Strategic Service Initiatives. The motion passed.

Old Business

2017 Implementation Strategies 2nd Quarter Report: Barrett noted that Implementation Strategies will be called Objectives and Tactics during the next Strategic Plan. She reminded the Trustees that this document is used internally to keep staff on track and informed. Carr stated that several big projects were checked off in the 2nd Quarter. There were no questions.

New Business

HR Policies: Henry reviewed changes to Policy 1-282 (Weapons) that have been drafted so the policy mirrors Policy 2-675 (Weapons, Including Firearms) adopted earlier this year. Draft Policy 1-282 (Weapons, Including Firearms – Employee Policy) states that any employee who chooses to carry a firearm must have it either on their person or locked in a desk or locker at all times. In response to a question from Hostetler, Henry confirmed that the changes are dictated by state law. In response to a question from Markie, Henry confirmed that the allowances of Policy 1-282 go no further than what is allowed by state law.

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Markie requested and the board members agreed that the applicable laws be inserted at the top of the policy, rather than referring readers to Policy 2-675 to find the legislative language.

Various Trustees expressed their displeasure about the mandatory policy changes.

In response to a question from Hays-Martin, Carr mentioned that the topic was discussed at the recent Missouri Public Library Directors' meeting and some directors expressed interest in joining DBRL in pursuing an exemption for libraries through legislative change.

ACTION: Daly moved, Baka seconded accepting Policy 1-282 (Weapons, Including Firearms – Employee Policy) as presented with the addition of legislative language, as discussed. The motion passed.

Carr noted that off-duty police officers have been scheduled to work at CPL during all open hours since Policy 2-675 was revised earlier this year.

Miscellaneous

There was no miscellaneous business.

Public Comment

There was no comment from the members of the public in attendance.

Staff Comments/Announcements

Williams mentioned the “Poverty Simulator” program co-sponsored with the Central Missouri Community Action, which will take place on July 18 at the United Methodist Church.

Also, Williams spoke about the July 11 panel on the intersection of criminal justice, homelessness and mental illness. The program, co-sponsored with the League of Women Voters, was broadcast on KFRU and will be made into a podcast.

Board Comments/Announcements

Daly stated that she will present her ALA report to the board next month. She recommends that interested Trustees attend future conferences.

Powell recommended that, during the process of recruiting a new director, all media inquiries on the topic be directed to Nielsen.

Adjournment

Fennel adjourned the meeting at 7:16 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Board Secretary