

**Daniel Boone Regional Library  
Minutes, Meeting of January 12, 2018**

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

Mary Fennel called the meeting to order at 5:45 p.m. in the Virginia G. Young Room of the Columbia Public Library (CPL).

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

Also in attendance were DBRL Director Melissa Carr, and staff members Elinor Barrett, Amanda Burke, Nathan Pauley, Jim Smith and Mitzi St. John.

**Public Comment**

There were no members of the public in attendance.

**Minutes**

Fennel asked for corrections or changes to the open and closed session minutes from November 14 and 16, 2017. Hearing none, she declared the minutes approved as written.

**Monthly Reports**

**Director's Report and Comments:** Carr noted that, as well as closing the library early on Thursday due to the threat of inclement weather and moving the board meeting to this date, the reception for retiring board members had to be cancelled. Arrangements will be made to get them the tokens of appreciation from the staff and board.

Carr distributed an Aspen Institute blog article written by Barrett about DBRL's strategic planning process.

Barrett presented a work of art created by Missouri artist Craig R. Norton which was recently acquired by the library through a monetary gift for that purpose. The artwork, entitled "Visiting Grandma," is being displayed near the Children's area.

Carr announced that the Friends of the Columbia Public Library are donating \$85,000 to DBRL this year. We are fortunate to have such a hard-working, dedicated and talented Friends group.

Carr reported that she and Melanie Henry attended the kickoff event for the Boone County "Journey Toward Inclusive Excellence" organized by the Matters of Social Justice committee. Librarians Angela Scott and Lauren Williams are serving on the committee. The group is encouraging people to register for an Inclusive Excellence "passport," then collect stamps for the passport at various events designed to challenge biases and create opportunities for personal growth.

Carr handed out the 2017 Cradle to Career Community Report Card and noted that Margaret Conroy will represent the library on the group's board of directors after Carr's retirement.

Carr reminded the Trustees that MLA's Library Advocacy Day is February 6. Carr has been advised by MLA's legislative advocate that there is currently no bill to which language can be attached that will add libraries to the list of places with a concealed carry permit exemption. Please let staff know soon if you can attend on February 6.

Carr noted that the annual ALA conference takes place in New Orleans in June 2018. Please let staff know if you wish to attend.

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Carr distributed the new board contact list and the laminated “Key Messages” cards with 2017 cumulative statistics.

Financial Report: There were no questions about the Financial Reports.

Service Report: Carr noted that, due to the change in early 2017 in how DVDs are packaged, DVD circulation fell by about 50,000 last year compared to 2016. However, patron service is improved by packaging all discs of a series into one circulating item.

**Committee Reports**

Ad Hoc Director’s Selection Committee: Nielsen reported that he spoke with Conroy and she and the committee agreed to an initial contract with an end date of June 2019, rather than an end date of June 2018, five months after her arrival. The Trustees expressed their thanks to Nielsen for his leadership on the committee. Nielsen thanked the other committee members and noted that Bradbury Miller Associates was great to work with.

Nominating Committee: Hays-Martin reported that the committee met on January 3 and considered individuals to fill the vacant positions of Regional Secretary and Regional Warrant Officer.

**ACTION:** The motion came from the committee nominating Warren to the office of Regional Secretary and Markie to the office of Regional Warrant Officer and did not need a second. The motion passed.

Contract and Bylaws Committee: Powell reported that the committee reviewed the documents in depth, and additional edits were contributed to the amended and restated contract following the November 2017 board meeting. Each district will vote on adopting the two documents in their break-out meetings.

**Old Business**

2017 Implementation Strategies 4<sup>th</sup> Quarter Report: Carr congratulated the staff on the great number of goals accomplished during a year that included such major projects as creating the next Strategic Plan and searching for a new director.

2017 Operating Budget Amendment: Smith stated that the amendment is necessary because the CPL South Stairs project was originally included as a repair under the Building Operation and Maintenance budget category. Instead, the stairs had to be replaced, which is considered a capital project. This amendment moves the funds from Building Operations to Capital Outlay to cover the costs of the stairs. There is no impact to the ending CY2017 Budget Fund Balance. Smith also noted that the amendment is needed so the Capital Outlay budget category is not over ten percent of its budget.

As provided for on the agenda, Fennel recessed the DBRL Board meeting at 6:12 p.m. for individual district board meetings. Fennel called the DBRL Board to order again at 6:17 p.m.

**District Board Reports**

Callaway County Library District: Howard reported that the CCLD Board approved the 2017 Operating Budget Amendment, the amended and restated DBRL contract and the DBRL bylaws. Additionally, Hays-Martin was elected to fill the vacant CCLD Secretary/Warrant Officer position.

Columbia and Boone County Library District: Powell reported that the CBCLD Board approved

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the 2017 Operating Budget Amendment, financial agreements with Boone County, the amended and restated DBRL contract and the DBRL bylaws. Additionally, the CBCLD elected the following officers: President – Powell, Vice-President – Markie, Secretary/Warrant Officer – Groshong. Finally, the CBCLD voted to have Markie serve as the second voting CBCLD representative on the Finance Committee.

**New Business**

Carr explained the resolutions needed to reflect the change of DBRL director from Carr to Conroy on documents related to bank accounts and the retirement plan.

ACTION: Howard moved, Markie seconded approving the resolution to amend the retirement plan to reflect change of DBRL director. The vote was taken by roll call: Carner – yes; Daly – yes; Fennel – yes; Groshong – yes; Hays-Martin – yes; Howard – yes; Markie – yes; Nielsen – yes; Powell – yes; Warren – yes; Westerfield – yes. The motion passed.

ACTION: Daly moved, Howard seconded approving the resolution to change the authorized signer on the operating account. The vote was taken by roll call: Carner – yes; Daly – yes; Fennel – yes; Groshong – yes; Hays-Martin – yes; Howard – yes; Markie – yes; Nielsen – yes; Powell – yes; Warren – yes; Westerfield – yes. The motion passed.

Smith stated that the suggested edits to Policy 2-705 (Investment and Bank Accounts) remove references to the Columbia Library District (CLD) Debt Service and Building funds, which are closing out, as well as to money in the City of Columbia investment pool, which is being moved to the Boone County investment pool to accomplish the merger.

ACTION: Powell moved, Markie seconded approving Policy 2-705 (Investment and Bank Accounts) with the suggested edits. The motion passed.

**Miscellaneous**

Carr distributed DBRL bookmobile anniversary celebration tote bags to the Trustees.

**Public Comment**

There were no members of the public in attendance.

**Staff Comments/Announcements**

Carr thanked the Trustees for their service and noted that she told Conroy she is getting the best board in the world.

**Board Comments/Announcements**

Fennel thanked Carr for her service to the region and said Carr has been a wonderful leader who has had the board's full confidence and who will be missed.

**Adjournment**

Fennel adjourned the meeting at 6:25 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary