

**Daniel Boone Regional Library
Minutes, Meeting of February 15, 2018**

Call to Order, Roll Call and Determination of Quorum

Mary Fennel called the meeting to order at 6:00 p.m. in the Virginia G. Young Room of the Columbia Public Library (CPL) and welcomed Executive Director Margaret Conroy to her first board meeting.

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

Also in attendance were Heidi Chick of Williams-Keepers and DBRL staff members Elinor Barrett, Amanda Burke, Betsy Collins, Conroy, Melanie Henry, Sarah Howard, Ronda Mitchell, Nathan Pauley, Angela Scott, 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 January 12, 2018. Hearing none, she declared the minutes approved as written.

Pre-Engagement Conference with Williams-Keepers

Smith introduced Chick and stated that the audit will commence the week of March 19. Chick asked the Trustees to let her know if they have any areas of concern. She said that there are no accounting standards changes this year.

Monthly Reports

Director's Report and Comments: Conroy stated that Taylor Cudd has been appointed to the Callaway County Library District board and will begin orientation with Conroy next week.

Conroy said that Jen Truesdale joined the staff as Digital Content and Social Media Specialist in late January. The position was created as a result of the latest strategic planning process.

Conroy announced that MLA's Library Advocacy Day has been rescheduled for March 13 and asked interested individuals to let her know they'd like to attend. Conroy distributed the "2017 Review" document that will be handed out to legislators. St. John noted that the information in the handout is helpful when speaking to anyone about the library and serves as the basis of the Annual Report.

Conroy said that she has had a great and productive first month at DBRL. The community has been welcoming and the library is in great shape.

In response to a question from Hays-Martin, Conroy said that only one minor complaint was received regarding the recent change in open hours at the Callaway County Public Library (CCPL).

Conroy encouraged the Trustees to visit CCPL to see how the interior has been enlivened with new paint.

Financial Report: Smith stated that information from the Boone County Treasurer and the City of Columbia is required prior to finalizing the January financial report. In response to a question from Hostetler, Smith stated that tax revenue of 66-69% of budget is typical from Boone County at the end of January. In response to a question from Hostetler, Smith said that the Columbia and Boone County Prior Year-To-Date Actual line is showing only City of Columbia tax revenue and this will be corrected prior to issuing the final January financial report. Conroy noted that Cash In Custody

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City of Columbia will have a zero balance on the final January financial report once those funds are moved to the Boone County investment pool.

Service Report: Conroy noted that she may reorganize the Director's and Service Reports. Conroy circulated a letter from a patron who is grateful for DBRL's outreach services.

Callaway Bank Account Resolution

Smith explained the need for the resolution and noted that a minimal amount is kept in the Callaway Bank account so that staff at CCPL can make change for the cash register. In response to a question from Markie, Smith said that the branch does have monetary transactions for services including photocopying and faxing, and for supplies such as test guides, flash drives, ear buds, stamps and envelopes.

ACTION: Daly moved, Howard seconded approving the Resolution to Add Authorized Signer on The Callaway Bank Account. The motion passed.

Policies

Henry stated that Policy 1-280 (Employee Grievances) was edited to better reflect DBRL's process. The previous wording indicated that a grievance would be reviewed by the Associate Director and/or Director prior to being reviewed by the Human Resource Manager; the new wording reverses and streamlines those steps. The edits were reviewed by DBRL legal counsel. Minor grammatical changes were made to Policy 1-294 (Absences and Tardiness). Policy 1-510 (Voluntary Resignations) was reviewed with no changes suggested by staff or Trustees.

ACTION: Hostetler moved, Harrison seconded approving Policies 1-280 (Employee Grievances) and 1-294 (Absences and Tardiness) with the suggested edits. The motion passed.

Markie commended the DBRL procedure of regularly reviewing each policy.

Noting that the Director's position title was changed to Executive Director with her hiring, Conroy asked for and received consensus from the Board to edit all policies to reflect the new title.

Miscellaneous

There was no miscellaneous business.

Public Comment

There were no members of the public in attendance.

Staff Comments/Announcements

There were no comments or announcements from staff.

Board Comments/Announcements

There were no comments or announcements from Trustees.

Adjournment

Fennel adjourned the meeting at 6:27 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Board Secretary