

**Daniel Boone Regional Library
Minutes, Meeting of November 16, 2017**

Call to Order, Roll Call and Determination of Quorum

Mary Fennel called the meeting to order at 6:02 p.m. in the Virginia G. Young Room of the Columbia Public Library (CPL).

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

Also in attendance were DBRL Foundation President Lyle Johnson, DBRL Director Melissa Carr, and staff members Elinor Barrett, Amanda Burke, Patrick Finney, Melanie Henry, Ronda Mitchell, Nathan Pauley, Greg Reeves, Jim Smith, Mitzi St. John and Lauren Williams.

Public Comment

There were no members of the public in attendance.

Minutes

Fennel asked for corrections or changes to minutes from October 12, 2017. Hearing none, she declared the minutes approved as written.

Monthly Reports

Director's Report and Comments: Carr introduced Johnson, a former DBRL Board member, who was recently selected to head the DBRL Foundation Board. Mr. Johnson reported on the new Foundation board members and said that the group is becoming more proactive about fundraising. In the next year, the Foundation hopes to raise funds for specific projects included in the 2018 Objectives and Tactics, such as the sprinter van and STEM/STEAM kits. Carr announced a recent gift from the estate of Monica Ann Creighton and said that the funds anticipated by selling the bequeathed coin collection could be used to kick off fundraising for the sprinter van. The gift would then be acknowledged on the exterior of the sprinter van, becoming a "mobile billboard," advertising how estate gifts to DBRL may be used.

ACTION: Powell moved, Westerfield seconded authorizing staff to sell the coin collection bequeathed by the estate of Monica Ann Creighton. The motion passed.

ACTION: Baka moved, Howard seconded authorizing staff to designate the funds raised by the sale of the coin collection for the purchase of the sprinter van. The motion passed.

Carr noted that staff may use some of the coins in an educational display prior to their sale.

Johnson exited the meeting.

Carr presented Baka with a certificate of appreciation from the staff and an engraved bookmark in appreciation for her board service since 2009. The Trustees gave a round of applause and wished Baka well on her upcoming adventures.

Carr announced that there will be a brief celebration and recognition at the January Board Meeting for other Trustees who have recently left the board or who will be leaving upon the merger of the Boone County Library District (BCLD) and Columbia Library District (CLD).

Carr reminded Trustees of upcoming events: the Chamber of Commerce Civic Appreciation Breakfast on November 29 and the Columbia Values Diversity Celebration on January 11. She asked that anyone interested in attending please let her know. In addition, Carr asked Trustees to

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mark their calendars for MLA's Legislative Advocacy Day, which will be held on February 6, 2018.

Carr reported on an event she attended with Henry, organized by the Diversity Awareness Partnership and MU's Division of Inclusion, Diversity and Equity, about a community-wide "Inclusive Excellence Framework."

Williams presented information she shared at the 2017 MLA Conference on the topic of community partnerships that tie into our organization's Mission and Vision.

Carr distributed tote bags commemorating the 60th year of bookmobile service in the DBRL region. She noted that the anniversary activities have had the additional benefit of allowing the newer bookmobile drivers to spend time visiting with and getting to know patrons.

Financial Report: Smith noted the negative amount in the Current Month column of Investment Interest on Taxes and explained that the City of Columbia staff sold investments at a loss earlier this year in order to manage risk in the City's portfolio and have purchased new investments at a higher rate of return, anticipating the loss will be recouped over time. Unfortunately, as the CLD funds are being moved out of the City's investment pool to Boone County's at the end of 2017, as part of the merger, the CLD will not have the opportunity to recoup the reduction in investment income. Smith noted that this also impacts the CLD's Debt Service Fund and Building Fund accounts.

Service Report: There were no questions about the Service Report.

Committee Reports

Risk Management Committee: Harrison reported that the committee met with Bryan England of Sundvold Financial on October 30 and performed the annual review of investments. The committee approved moving nine funds to lower share classes to save staff money, as the new share classes have lower fees. The committee also approved the addition of the Vanguard Social Index Fund and reviewed changes to Policy 2-716 (Retirement Investment). The committee recommends the board approve the policy with those changes.

ACTION: The motion came from the committee recommending approval of Policy 2-716 (Retirement Investment) as revised. The motion passed.

In response to a question from Nielsen, Smith stated that the value of the DBRL investment pool is about five million dollars.

Contract and Bylaws Committee: Powell noted that the draft documents were in the packet for final review by the Trustees. The documents will be voted upon at the January 11 meetings. Harrison noted some areas for clarification of wording. Westerfield thanked the committee members for their work on the contract and bylaws.

Finance Committee: Young stated that the committee met on November 8 to review the draft Final CY 2018 Operating Budget. The committee recommends each district board approve the budget.

Smith stated that the budget is developed to support the Strategic Plan's Objectives and Tactics for 2018 and the general operation of DBRL. Revenue is projected to increase 2.3% due to estimated increases in Property Tax income offset by an anticipated decrease in State Aid and no projected transfers from the CLD Building Fund. Tax revenue is expected to increase 4% due to

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growth in all districts. The CLD tax rate was set at a lower amount to match the BCLD tax rate, which was a requirement for the two districts to merge. The Callaway County Library District (CCLD) tax rate remained the same as the previous year. Smith also noted that there is no CLD debt service tax rate this year, as the General Obligation Bonds have been paid off.

Smith reviewed Expenditures and reminded the Board that approval of the Final CY 2018 Operating Budget does give staff the authority to expend funds. Salary & Benefits is budgeted to increase due to a three percent across-the-board raise for staff, an increase in total FTEs to 129.1 and to cover a slight increase in benefit costs. Carr explained that new staff hours will include a full-time social media/digital branch coordinator, 40 hours for the IT Department and 20 Library Associate hours for Public Services. She reminded the Trustees that 0.6 FTE was added in 2017 to increase security. The total FTEs included for 2018 are 129.1. Carr indicated that she anticipates that a librarian position will be requested for the 2019 budget, given the plans for new services.

Smith noted that there is a small increase to the dental insurance premium but, due to changing health insurance carriers, there will be no increase to the health insurance premium in 2018 compared to 2017.

Smith stated that Library Materials is budgeted to increase from the CY 2017 budget to improve collections throughout the region and continue to act on new opportunities for the collections.

Within General Operating expenditures, Smith stated that the budget has increased in order to account for inflation and to extend programming throughout the region and create programs for larger audiences. Building Operations and Maintenance has decreased due to fewer one-time projects.

Smith noted that planned Capital Outlay expenses are detailed in the budget message, and include the sprinter van.

Smith provided the total Expenditures over Revenue and the projected ending Fund Balance of \$9,871,692. The Fund Balance is divided into four savings categories. Smith noted the budgeted decreases in the categories of "Equipment, Furniture, Capital Outlay Replacement" and "Implementation of the Strategic Plan," which will be utilized in 2018 for the purposes those funds were saved for.

In response to a question from Young, Smith stated that he surveyed the seven large libraries in Missouri and found that, in respect to the ratio of income to Fund Balance, DBRL saves less than four and more than three of the other organizations.

Fennel called for and heard no public comment.

As provided for on the agenda, Fennel recessed the DBRL Board meeting at 7:04 p.m. for individual district board meetings. Fennel called the DBRL Board to order again at 7:09 p.m.

District Board Reports

Boone County Library District: Powell reported that the BCLD Board approved the CY 2018 DBRL Operating Budget.

Callaway County Library District: Howard reported that the CCLD Board approved the CY 2018 DBRL Operating Budget.

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Columbia Library District: Harrison reported that the CLD Board approved the CY 2018 DBRL Operating Budget.

Old Business

Carr reviewed final steps to take in order to form the new Columbia and Boone County Library District (CBCLD). She stated that the county commissioners and Mayor of Columbia will appoint the initial membership of the new district board from current BCLD and CLD Trustees for the sake of continuity. At the January 11 meeting, the CBCLD will elect officers, approve the CBCLD Bylaws, re-approve the CY 2018 DBRL Operating Budget and approve a Boone County financial agreement. The DBRL board will elect two new officers and approve the DBRL Bylaws. The CCLD and CBCLD boards will break out to approve the DBRL Contract.

New Business

Henry reviewed the proposed changes to Policy 1-281 (Disciplinary Action) and there were no questions.

ACTION: Powell moved, Harrison seconded approving Policy 1-281 (Disciplinary Action) with the suggested edits. The motion passed.

The board discussed the need for the scheduled December board meeting.

ACTION: Howard moved, Young seconded cancelling the meeting scheduled on December 14, 2017. The motion passed.

Carr stated that the department managers have discussed prospective dates for the 2018 Staff Day and recommend March 9, 2018.

ACTION: Hays-Martin moved, Howard seconded closing all DBRL facilities and suspending bookmobile services on March 9, 2018, for Staff Day. The motion passed.

Miscellaneous

Fennel announced the formation of a Nominating Committee comprising Hays-Martin (Chair), Daly and Harrison.

Fennel also announced that she is waiving Policy 1-241 for the date of Carr's reception at CPL so that beer and wine may be served.

Public Comment

There were no members of the public in attendance.

Staff Comments/Announcements

Carr thanked the staff for their work in preparing the library for the library director candidates' visits earlier this week. Fennel thanked Nielsen for heading up the Ad Hoc Director's Search Committee.

Carr exited the meeting.

Barrett announced the public receptions in honor of Carr's retirement. There will be one at each branch. She also announced the formation of the Melissa Carr Literacy Through the Arts Fund, which will be administered by the DBRL Foundation.

Board Comments/Announcements

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Fennel reminded the Trustees to submit their 2017 Mileage Forms.

Baka thanked the board members for being great to work with, and they all expressed their best wishes to her.

Adjournment

Fennel adjourned the meeting at 7:42 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Board Secretary