

**Columbia and Boone County Library District  
Minutes, Meeting of January 12, 2018**

Board members present were Dorothy Carner, Susan Daly, Lisa Groshong, Kate Markie, August Nielsen, Pat Powell and Khaki Westerfield. Phil Harrison and Lynn Hostetler were absent.

Also present were DBRL Director Melissa Carr and staff members Amanda Burke, Jim Smith and Mitzi St. John.

**Call to Order**

Powell called the meeting to order at 5:01 p.m. A quorum of members was present.

ACTION: Markie moved, Westerfield seconded appointing Powell President Pro Tem. The motion passed.

**Public Comment**

There were no members of the public in attendance.

**Election of Officers**

ACTION: Markie moved, Nielsen seconded electing Powell to the office of CBCLD President. The motion passed.

ACTION: Westerfield moved, Nielsen seconded electing Markie to the office of CBCLD Vice-President. The motion passed.

ACTION: Markie moved, Daly seconded electing Groshong to the office of CBCLD Secretary/Warrant Officer. The motion passed.

**CBCLD Bylaws**

Carr stated that the Columbia Library District (CLD) and the Boone County Library District (BCLD) boards each reviewed the bylaws in August 2017. She noted that it will be a change for the former BCLD Trustees of the new, combined district to have a district nominating committee, and a change for the former CLD Trustees to vote for new officers at the first meeting of July rather than in June.

ACTION: Daly moved, Markie seconded adopting the CBCLD Bylaws as presented. The motion passed.

**CY 2018 DBRL Operating Budget**

Carr noted that the budget is the same as was approved in November.

ACTION: Markie moved, Carner seconded approving the CY 2018 DBRL Operating Budget. The vote was taken by roll call: Carner – yes; Daly – yes; Groshong – yes; Markie – yes; Nielsen – yes; Powell – yes; Westerfield – yes. The motion passed.

**Boone County Financial Agreements**

Carr stated that she, Smith and the library's legal counsel have reviewed the documents. The fees determined by state statute remain the same, although the City had charged a separate fee that is not charged by the County, so the library's costs will decrease some.

ACTION: Westerfield moved, Nielsen seconded approving the Tax Collection Agreement. The vote was taken by roll call: Carner – yes; Daly – yes; Groshong – yes; Markie – yes; Nielsen – yes; Powell – yes; Westerfield – yes. The motion passed.

ACTION: Nielsen moved, Daly seconded approving the Cooperative Agreement for Deposit Pool. The vote was taken by roll call: Carner – yes; Daly – yes; Groshong – yes; Markie – yes; Nielsen – yes; Powell – yes; Westerfield – yes. The motion passed.

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**Review of Financial Reports**

Smith remarked that the Cash in Bank line does not show on the Preliminary December 2017 Debt Service report due to a zero dollar balance. The second line shows money invested with the City of Columbia. That money will be moved in February and a final December Debt Service report will be created showing the account as closed. On September 2017, funds were moved to an escrow account to make the final debt service payment in March 2018. Carr noted that earlier estimates showed that we might need to use some Building Fund money for the last payment but, as shown by the over \$50,000 balance remaining, we did not need to use those funds. The remaining balance will be moved to the DBRL Operating Fund.

Smith also stated that the Checking line does not show on the Preliminary December 2017 Building Fund report due to a zero dollar balance. In the future, Fixed Assets will be shown on the monthly DBRL financial reports. Once final information is received from the City of Columbia, a final December Building Fund report will be created showing the account as closed and the funds will be used to reimburse DBRL for the CPL south stairs project expenditures.

As provided for on the agenda, Powell recessed the meeting at 5:16 p.m. The meeting resumed at 6:13 p.m.

**2017 DBRL Operating Budget Amendment**

Powell asked and heard no further questions about the amendment.

ACTION: Nielsen moved, Daly seconded approving the 2017 DBRL Operating Budget Amendment. The vote was taken by roll call: Carner – yes; Daly – yes; Groshong – yes; Markie – yes; Nielsen – yes; Powell – yes; Westerfield – yes. The motion passed.

**Election of Voting Member of Finance Committee**

Due to the new district not having a past president, a second voting member must be selected to serve alongside Powell.

ACTION: Fennel moved, Warren seconded electing Markie a voting member of the Finance Committee representing the CBCLD. The motion passed.

**Miscellaneous**

There was no miscellaneous business.

**Public Comment**

There were no members of the public in attendance.

**Adjournment**

There being no further business, Powell adjourned the meeting at 6:16 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary