

**Daniel Boone Regional Library  
Minutes, Meeting of March 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 Meeting Room of the Southern Boone County Public Library (SBCPL) and welcomed Taylor Cudd to her first board meeting.

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

Also in attendance were DBRL Executive Director Margaret Conroy and staff members Elinor Barrett, Amanda Burke, Betsy Collins, Patrick Finney, Melanie Henry, Sarah Howard, Ronda Mitchell, Nathan Pauley, Greg Reeves, 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 minutes from February 15, 2018. Hearing none, she declared the minutes approved as written.

**Monthly Reports**

**Director's Report and Comments:** Conroy reported that Staff Development Day was held on March 9 and it was a fun-filled, educational day. Sgt. Hestir of the Columbia Police provided the keynote address about responding to violent intruders; he did a great job of presenting serious information in a lighthearted manner. Conroy thanked Henry for her hard work coordinating the day's activities.

Conroy stated that MLA's Library Advocacy Day, originally scheduled for February 6, was held on March 13. She, Reeves and Howard attended and were able to talk to almost all of the region's legislators about library funding.

In response to a question from Groshong, Conroy stated that an opportunity to add the words "public libraries" to Missouri Revised Statute 571.107.1 has not yet been found.

**Financial Report:** Fennel called for and heard no questions about the Financial Report.

**Service Report:** Fennel called for and heard no questions on the Service Report. Conroy noted that, although physical material check-outs are following the nationwide, downward trend, e-materials are circulating well and program attendance is excellent.

**Sprinter Van**

Smith explained that a quote was obtained from Farber Specialty Vehicles for the Sprinter Van. Farber is the only vendor building "up-fitted" Sprinter Vans for library purposes. The DBRL Foundation is raising funds for a portion of the cost of the van. Conroy noted that the van will take approximately nine months to build and be delivered; in the meantime, staff will work on a service plan for this vehicle.

**ACTION:** Powell moved, Howard seconded approving Farber Specialty Vehicle's quote of \$163,970 for the purchase and modification of a Sprinter Van. The motion passed.

**Cargo Van**

Smith stated that numerous models were considered and the Ford Transit will best meet the library's needs. Smith secured quotes from Joe Machens Ford Truck Center and Fulton Ford, and the Machens quote was the lowest. Smith said that the cargo van will get a logo or wrap and act as a

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mobile billboard for DBRL. Conroy noted that the cargo van will be housed at CPL and one of the four passenger vans will be moved to CCPL to be used for outreach services in Callaway County.

**ACTION:** Warren moved, Markie seconded approving the purchase of a Ford Transit cargo van from Joe Machens Ford Truck Center for \$25,610. The motion passed.

**Policies**

Henry stated that Policy 1-320 (Requests for Leave) was edited to reflect that leave requests must be submitted in advance of taking leave, except in the case of sudden illness. There were no suggested edits to Policies 1-290 (Complaint of Employment Discrimination), 1-310 (Employee Insurance Plans) or 1-326 (Paid Holidays [Closed and Open]). In response to a question from Markie, Henry confirmed that the policies and proposed changes were reviewed by DBRL legal counsel. In response to a question from Hostetler, Henry stated that leave requests are considered “documented” when submitted electronically to the employee’s supervisor.

**ACTION:** Howard moved, Powell seconded approving Policy 1-320 (Requests for Leave) with the suggested edits. The motion passed.

**Miscellaneous**

Conroy stated that the Callaway County Collector resigned earlier that day and the County Clerk will be operating the office for the time being. Smith will be in touch with officials to ensure that the library’s tax income is secure.

**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**

Powell noted Scott’s appearance on the prior evening’s news in conjunction with a library event on the topic of segregation in Columbia. Scott said that the event, which filled CPL’s Friends Room, was part of the Diversity Awareness Partnership’s Journey Toward Inclusive Excellence passport program.

**Adjournment**

Fennel adjourned the meeting at 6:19 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary