

**Daniel Boone Regional Library
Minutes, Meeting of April 12, 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).

Daniel Boone Regional Library (DBRL) Board members in attendance were: Dorothy Carner; Susan Daly; Fennel; Lynn Hostetler; Jean Howard; August Nielsen; Pat Powell and Brian Warren (via telephone). Taylor Cudd, Lisa Groshong, Phil Harrison, Tonya Hays-Martin, Kate Markie and Khaki Westerfield were 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, Greg Reeves, Angela Scott, 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 the minutes from March 15, 2018. Hearing none, she declared the minutes approved as written.

Monthly Reports

Director's Report and Comments: In response to a question from Daly, Conroy reported that she, Fennel, and several staff members will be attending ALA Annual in June 2018.

Conroy thanked Smith for his work to advertise and sell the coin collection bequeathed to DBRL by the estate of Monica Creighton. DBRL received a good price and that money was transferred to the DBRL Foundation to put toward the Sprinter Van project.

Conroy noted that the library has had a lot of good publicity recently, and public interaction with social media is showing an uptick since hiring a Digital Content and Social Media Specialist. Hostetler congratulated Williams on her interview included in a recent report aired by KOMU about the program "Riders on the Orphan Train."

Financial Report: In response to a question from Hostetler, Smith stated that the Fixed Assets have increased from the "Prior Year" to the "Current Year" mainly because the current year includes the fixed assets previously included in the Columbia Library District Building Fund report. Due to the Boone County and Columbia Library Districts merging, the Building Fund no longer exists, so all assets previously reported in this fund were moved to the DBRL operating fund and are shown in its monthly report.

Service Report: Conroy noted that program attendance and e-material circulation remain robust. Physical circulation will soon be aided by the addition of feature films to the collection. Collins and a committee of staff members have been working on this project and anticipate a soft launch within the next two months.

In response to a question from Daly, Conroy stated that Library-To-Go circulation is strong at both locations.

2018 Objectives and Tactics 1st Quarter Report

Barrett noted that the book bike and Sprinter Van have been ordered. The library's STEAM programs continue to be very popular. There were no questions about the 1st Quarter Report.

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

Human Resource Policies

Henry distributed a page of suggested edits for Policy 1-241 (Drug- & Alcohol-Free Workplace) that clarify drug conviction reporting requirements in the case that a convicted employee is engaged in a grant-funded project and that clarify that violation of this policy by any employee is considered misconduct. Policy 1-291 (Sexual Harassment) was edited to suggest changing the phrase “male or female” to the more inclusive “regardless of gender.”

ACTION: Powell moved, Howard seconded approving Policies 1-241 (Drug- & Alcohol-Free Workplace) and 1-291 (Sexual Harassment) with the suggested edits. The motion passed.

In response to a question from Daly, Henry stated that staff receives on-going training on drug and alcohol addiction and she is working on a program for sexual harassment training.

Appointment of Evaluation Committee

Fennel stated that she has appointed Trustees to the Evaluation Committee in order to review the evaluation process. The next Director’s Evaluation will take place in 2019. Howard, Nielsen, Powell and Westerfield are appointed to the committee and will meet in the next month to begin the review.

2018 Operating Budget Amendment

Smith reviewed the budget amendment for the cost of facility repairs and improvements at the Callaway County Public Library (CCPL). The budget amendment is necessary to increase the 2018 Operating Budget because the scope of the project increased due to recommendations from professional consultants. The project will include tuck-pointing, cleaning and sealing brick masonry; replacing the north sidewalk and re-grading the ground to direct water away from the building; recaulking sidewalks, steps, the ramp and other areas; waterproofing two sets of steps; replacing handrails to meet ADA compliance; and repairing guttering. The sidewalk work falls under Capital Outlay and the rest will be funded from the Building Operations and Maintenance budget.

In response to a question from Daly, Smith said that some renovations were done in 2004, but not to the exterior. Barrett added that she is not aware of any previous tuck-pointing at CCPL.

In response to a question from Daly, Smith said that the next large project planned for CCPL is to replace three aging HVAC units.

As provided for on the agenda, the board recessed at 6:25 p.m. The meeting resumed at 6:27 p.m. Warren exited the meeting.

District Board Reports

Callaway County Library District: Howard reported that the CCLD approved the CY 2018 Budget Amendment.

Columbia and Boone County Library District: Powell reported that the CBCLD approved the CY 2018 Budget Amendment.

Miscellaneous

Conroy distributed draft 2017 Annual Reports. The final document will be distributed to all households in the region with the April issue of About Your Library.

Public Comment

There were no members of the public in attendance.

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

Staff Comments/Announcements

There were no comments or announcements from staff.

Board Comments/Announcements

Powell and Fennel both praised the recent program “Riders on the Orphan Train.” Williams noted that results from a survey provided to program-goers showed that individuals’ knowledge of this portion of history and their interest in genealogy research increased due to attending the program. In response to a question from Carner, Williams stated that it may be possible to live-broadcast popular programs on social media, but it depends on copyright issues and whether or not we have permission from the performer or presenter.

Powell told Trustees to look out for Howard’s quilts in the current quilt show at CPL.

Adjournment

Fennel adjourned the meeting at 6:34 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Board Secretary