

**Daniel Boone Regional Library
Minutes, Meeting of May 10, 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; Taylor Cudd; Fennel; Lisa Groshong; Phil Harrison; Tonya Hays-Martin; Jean Howard; Kate Markie; Pat Powell; Brian Warren and Khaki Westerfield. Susan Daly, Lynn Hostetler and August Nielsen were absent.

Also in attendance were Heidi Chick of Williams-Keepers; DBRL Executive Director Margaret Conroy; and staff members Elinor Barrett, Amanda Burke, Betsy Collins, Patrick Finney, Melanie Henry, Sarah Howard, Nathan Pauley, Greg Reeves, Angela Scott, Jim Smith, Seth Smith, Mitzi St. John and Lauren Williams.

Conroy noted that Collins retires on May 15, so this is her final board meeting. The board and staff gave Collins a round of applause. Conroy stated that it has been a pleasure working with Collins.

Public Comment

There was no comment from the member of the public in attendance.

Minutes

Fennel asked for corrections or changes to the minutes from April 12, 2018. Hearing none, she declared the minutes approved as written.

Committee Reports

Finance Committee: Markie reported that the Finance Committee met on May 1 and reviewed the Draft 2017 Audit Report in detail with Williams-Keepers auditors Chick and Amanda Schultz. DBRL's financial reports received an unmodified, or clean, opinion.

Chick noted that the biggest difference compared to the 2016 audit was the impact of the Columbia Library District's bond defeasance. Chick noted that the auditor reviewed the design and implementation of DBRL's internal controls and found no material weaknesses. The auditors received full cooperation from staff and encountered no unusual transactions.

Staff distributed the Cost Allocation Report and Markie said that the Finance Committee reviewed the documents at their May 1 meeting. The Cost Allocation Report uses the assumptions developed by DBRL and Williams-Keepers staff to estimate revenue and costs by district. The Finance Committee discussed the history of the Cost Allocation Report, as well as allocation projections considering upcoming capital projects. The Finance Committee unanimously approved the Cost Allocation Report.

ACTION: The motion came from the Finance Committee recommending the DBRL Board of Trustees approve the 2017 DBRL Audit Report. The motion passed.

Chick exited the meeting.

Fennel thanked Smith for his work on the audit.

Monthly Reports

Director's Report: Conroy noted that the quilt show was very engaging and she acknowledged the many hours that the volunteer curator, Mindy Smith, puts in making the show a success.

Financial Report: Jim Smith noted that the December 2017 Final Report is issued with the

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completion of the audit. Jim Smith thanked Diana Buckner, Ayona Weaver and the DBRL managers for ensuring a clean audit. There were no questions about the December 2017 or April 2018 financial reports.

Service Report: Conroy noted that visits to CPL were up in April, likely due to the quilt show and the great programs that were scheduled last month, including the Orphan Train program. WiFi uses were also up. Circulation continues to fall for physical materials and increase for digital materials, which is a national trend.

Service Spotlight

Seth Smith demonstrated the new, digital Community History Archive (archive.dbrl.org) and reviewed the project goals for the next few years. He encouraged the Trustees to explore the archive and noted that anyone with connection to potential archive materials can email him.

Seth Smith exited the meeting.

Old Business

CCPL Renovations: Smith stated that the lowest and best bid came from Mid-Continent Restoration Co. Inc. (MCR), as detailed in the memo that was included in the packet. The bid amounts include pricing for bid alternates that were identified during the bidders' site review. Staff recommend that the MCR bid is accepted. In addition, the north sidewalk must be replaced in order to meet ADA requirements. The sidewalk work is included in change order #1, which staff have reviewed and recommend including.

Lastly, the base bid includes the cost of 108 linear feet of wood soffit repair and painting. There is a contingency amount budgeted for up to 336 linear feet. The board may choose to authorize the Board President to approve any future change orders needed to expend those budgeted funds if the area needing repair and/or painting exceeds 108 linear feet, rather than bringing such change order back to the board for consideration.

ACTION: Powell moved, Howard seconded accepting Mid-Continental Restoration Co. Inc. as the lowest and best bidder and authorizing including change order #1. The motion passed.

ACTION: Westerfield moved, Warren seconded authorizing the DBRL Board President to approve future change orders for painting and repairs to the wood soffit exceeding 108 linear feet, for an amount not to exceed \$10,325. The motion passed.

Human Resource Policies

Henry noted that the suggested edits are not substantive and DBRL's attorney has reviewed each policy.

ACTION: Westerfield moved, Powell seconded approving Policies 1-292 (Americans with Disabilities Act [ADA] Employee Policy) and 1-340 (Family and Medical Leave of Absence [FMLA]) with the suggested edits. The motion passed.

Committee Reports, Continued

Powell reported that the Evaluation Committee met on May 9 and, following discussion, determined that there will not be a formal performance evaluation in 2018. However, Conroy has volunteered to do an interim self-evaluation in the Fall, which will be presented to the full board. In February 2019, the Evaluation Committee will begin the process of formally reviewing the Executive Director's

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performance for the full year of 2018. Library staff and all Trustees will be asked to provide feedback. The evaluation Committee will analyze the feedback and present a recommendation to the Board around May 2019.

Other Business

There was no other business.

Public Comment

There were no members of the public in attendance.

Staff Comments/Announcements

Scott thanked Warren for his presentation of May 7 with co-author Joseph W. McCoskrie, Jr. regarding their book "The Civil War Missouri Compendium: Almost Unabridged." Thirty-three patrons attended the talk.

Board Comments/Announcements

In response to a question from Groshong, Williams stated that the One Read title will be announced on May 24.

Hays-Martin noted that she is signed up for the webinar "Building a Culture of Learning with Library Boards," and she encouraged the other Trustees to do so as well. Information was included in the board packet.

Adjournment

Fennel adjourned the meeting at 6:35 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Board Secretary