

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

**Call to Order, Roll Call and Determination of Quorum**

Khaki Westerfield 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; Susan Daly; Mary Fennel; Lisa Groshong; Phil Harrison; Jean Howard; Kate Markie; August Nielsen and Khaki Westerfield. Tonya Hays-Martin, Pat Powell and Brian Warren were absent.

Also in attendance were DBRL Executive Director Margaret Conroy 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**

Westerfield asked for corrections or changes to the minutes from June 14, 2018. Hearing none, she declared the minutes approved as written.

**Monthly Reports**

**Director's Report:** Conroy noted that copies of the *One Read* title are available to take, and asked the Trustees to let Amanda know if they are interested in holding a board book discussion.

Conroy noted the recent comment under a Missourian photo and follow-up letter to the editor by a community member regarding CPL's early closing on June 29. Although the woman had several facts wrong about the day's events, Conroy and other key staff members have discussed some improvements that the library may be able to implement to prevent other negative experiences when the library must close for unforeseeable factors in the future. Groshong suggested discussing protocols with other cooling centers and exploring patron transportation options.

In response to a question from Westerfield, Conroy stated that the HVAC failure was electronic and is now fixed.

Conroy reminded the Trustees that the Missouri Library Association annual conference will be held in Columbia this October. Interested Trustees should let Westerfield and staff know.

Fennel and Harrison reported on their experiences at the ALA annual conference in June. Hard copies of their reports were distributed to the Trustees. Daly suggested proposing a presentation on DBRL's Strategic Planning process and Community Conversations. Conroy noted that Barrett, Melissa Carr and consultant Maureen Sullivan were scheduled to present on the topic at PLA in March, but could not make it to the conference due to weather. Barrett noted that Trustees can propose ALA conference topics and Conroy said that she will provide the Trustees with application information for 2019 when that is issued.

**Financial Report:** Groshong asked how the year-to-date "Revenue Over (Under) Expenditures" could be (879%) of the budgeted amount. Smith explained the unusual percentage resulted from dividing the year-to-date actual Revenue Over Expenditures of \$3,964,939 by the budget of (\$451,105). A negative percentage could only result on the Revenue Over (Under) Expenditures line because no other budget line could have a negative budgeted amount. Smith noted that he expects this line to be comparable to the budgeted amount by year-end.

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In response to a question from Carner, Smith said that the library may not receive the full amount budgeted for State Aid in 2018. At this time, staff expect to receive the same amount of state aid in the second half of the year as we received in the first half of the year, as long as the Governor does not withhold funds.

Service Report: In response to a question from Daly, Conroy stated that staff are not regularly comparing circulation and visit statistics to our peer libraries, but that our data matches national trends.

**Old Business**

2018 Objectives and Tactics: 2nd Quarter Report: The Trustees expressed their admiration for how much staff have accomplished and by the staff's organized project planning. The Trustees asked for specific examples of projects or accomplishments to highlight when talking to community members, and staff gave details about the successful Laurie Berkner concerts, the recently-delivered book bike and DBRL's augmented social media presence. Williams added that the book bike may make its debut at an August event in Peace Park.

**New Business**

Resolution in Honor of William Bentley's Retirement: Elinor reported that after nearly 40 years, Mr. Bentley is retiring. He has had a significant impact on DBRL and the smooth functioning of the CPL. The board reviewed a resolution drafted to express appreciation for Mr. Bentley's dedication and excellent work.

ACTION: Howard moved, Daly seconded adopting the Resolution in Honor of William Bentley's Retirement. The motion passed.

Conroy noted that the resolution will be framed and given to Mr. Bentley at a reception in his honor.

**Administrative Policies:**

Conroy explained that Policy 2-617 (Code of Ethics, Public Disclosure) is required to be reviewed every two years and filed with the Missouri Ethics commission. If the policy is reviewed and filed, each individual board member does not have to fill out a personal disclosure form.

ACTION: Howard moved, Fennel seconded approving Policy 2-617 (Code of Ethics, Public Disclosure). The motion passed.

**Columbia and Boone County Library District Report**

Markie reported that the CBCLD met prior to the Regional meeting and voted on officers for 2018-19. They are Markie - President; Nielsen - Vice President; Harrison - Secretary/Warrant Officer.

Conroy announced that, with the election of CBCLD officers, the DBRL Finance Committee is now filled per the DBRL Contract requirements. The Finance Committee will meet in early August.

**Other Business**

There was no other business.

**Staff Comments/Announcements**

Conroy announced that new furniture, paid for by funds from the CPL Friends, has been installed in the Gene Martin Secret Garden. The furniture should be useful for both programs and staff breaks.

**Board Comments/Announcements**

Markie announced that her daughter, a teacher, and her 11-month-old grandson were both impressed with CPL on a recent visit, especially the Children's Area.

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Harrison reported that he attended the Center Aisle Cinema screening of “Singing with Angry Bird,” a PBS/POV film, and it was fantastic. He encourages everyone to consider attending future POV series screenings.

Cudd stated that, as part of her work, she takes veterans on community outings. She plans to bring a group here in August. Margaret will put Taylor in touch with a staff member who can provide a structured tour and curate information specifically for her group.

**Adjournment**

Westerfield adjourned the meeting at 6:38 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary