

**Daniel Boone Regional Library  
Minutes, Meeting of August 16, 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; Tonya Hays-Martin; Phil Harrison; Jean Howard; Kate Markie; August Nielsen, Brian Warren and Khaki Westerfield. Pat Powell was absent.

Also in attendance were Matt Harline, Holts Summit City Administrator; Seth Wolfmeyer of the Jefferson City News Tribune; DBRL Executive Director Margaret Conroy; and staff members Elinor Barrett, Amanda Burke, Melanie Henry, Sarah Howard, Nathan Pauley, Greg Reeves, Angela Scott, Jim Smith, Mitzi St. John and Lauren Williams.

**Public Comment**

There was no comment from the member 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 the information about the Principles of Community and said she was proud that DBRL staff live these principles every day.

Conroy thanked Circulation Supervisor Sheryl Bucklew for her role in training and managing DBRL's CARE student who worked at CPL this summer. It is due in large part to Sheryl that DBRL received CARE's Outstanding Work Site Partner Award.

Conroy reported that DBRL has hired a new cataloguer, Ethan Cordray, and a new collections development librarian and nonfiction selector, Liz Alshunas.

Conroy reminded the Trustees that the Missouri Library Association annual conference will be held in Columbia from October 10-12. Interested Trustees should contact Westerfield or Conroy so they can be registered.

Conroy reported that she has been informed by the Columbia Police Department (CPD) that there is active, ongoing investigation into the person who put a camera in a family bathroom at CPL earlier this month. Conroy said that DBRL's Buildings and Grounds staff members have done a full sweep of the building looking for additional cameras and finding none. The staff will now do regular checks while cleaning. The library's contact at CPD said it could be up to a year before further information is released or further action is taken. There is a possibility that staff members who were recorded could be involved with investigation. Conroy has let staff members know that help is available through the Employee Assistance Program if they would like to discuss the matter with a professional. Conroy noted that she was proud of CPD for making the arrest so quickly.

Financial Report: There were no questions.

Service Report: Conroy distributed a corrected version of the Service Report. Outreach Circulation was originally misreported, making the new total circulation higher than previously reported.

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**New Business**

**Principles of Community Statement:** Henry said that the statement is part of the culminating activities for the Inclusive Excellence Journey. The public has had the opportunity to attend programs affiliated with the Journey Toward Inclusive Excellence this year, including several coordinated in conjunction with DBRL. Henry has been taking part, along with other representatives from local businesses and organizations, in a “business track” of programs to review policies, procedures and strategic plans in order to improve inclusivity on an organizational level. Henry believes DBRL has done a great job of building inclusivity into all facets of the organization. She announced that there will be a public “Principles of Community” signing ceremony next week, which a DBRL representative will attend. The signing is a public declaration that our organization abides by the stated principles. This year’s Inclusive Excellence events will end with a march from Peace Park to the Boone County Courthouse on the morning of August 25. Henry said that there will be a new series of programs and events in 2019.

Westerfield stated that DBRL can be proud that the ideas in the Principles of Community statement are not new to the organization and are incorporated in the library’s policies.

**ACTION:** Howard moved, Nielsen seconded approving the Principles of Community statement. The motion passed.

**Finance Committee Report**

**DBRL Audit Services:** Smith stated that DBRL issued an RFQ and received one bid in response. The Finance Committee met on August 6 and passed a motion recommending the DBRL Board of Trustees approved the Williams-Keepers LLC bid for audit services. In response to questions from Nielsen, Smith stated that he was unsure of the reason for receiving only one bid, and the RFQ was posted online for ten days.

**ACTION:** The motion came from the Finance Committee and did not require a second. The motion passed.

Cudd entered the meeting.

**Proposed CY 2018 Budget Amendment:** Smith stated that the purpose of the amendment is to cover the cost of adding services in Holts Summit. Most of the costs of adding 20 hours per week of library services can be absorbed by the current budget, except Library Materials and Capital Outlay needs. Capital Outlay needs will include computers, lounge chairs, task chairs, tables and other furniture. The Finance Committee met on August 6 and passed a motion recommending each District Board approve the proposed CY 2018 Budget Amendment.

Conroy stated that, at its meeting earlier in the evening, the Callaway County Library District Board endorsed establishing services in Holts Summit based on an offer of space that will be rent-free for two years. The budget amendment will only fund the start-up of services. Staffing in Holts Summit can be covered by FTE savings made at CCPL by not filling all vacant hours and by changing the branch’s service hours at the beginning of 2018. After two years, the service will not be sustainable without a tax levy increase to fully fund the branch. Conroy said that one staff member will manage both branches within Callaway County.

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Conroy noted that staff research found that 38% of tax revenue in Callaway County comes from southern Callaway County, but 98% of services are in central Callaway County. Many southern Callawegians patronize Missouri River Regional Library in Jefferson City rather than DBRL.

In response to questions from Daly, Conroy stated that the space is 6,700 square feet and is located in the plaza that is the site of the current bookmobile stop. Conroy added that the Holts Summit bookmobile stop will not continue following the branch's opening. The Library-To-Go lockers, currently situated at City Hall, will be moved to the vestibule of the new space.

In response to a question from Westerfield, Conroy stated that one goal of the tax levy would be to expand open hours at the Holts Summit branch. In response to a question from Daly, Conroy affirmed that the earliest DBRL would see revenue from a new tax levy would be in 2021. The agreement to occupy the space rent-free is through the end of 2020. If the tax levy proposal should fail, there will be major decisions to be made about continuing the branch services.

Carner stated that the project fits with the library's goal of extending services to underserved communities.

Preliminary CY 2019 Operating Budget: Smith stated that the draft Preliminary 2019 Operating Budget was reviewed in detail with the Finance Committee on August 6. The committee passed a motion recommending each District Board approve the Preliminary CY 2019 Operating Budget.

Smith stated that the purpose of the preliminary budget is to demonstrate the need for setting specific tax rates and to set the framework for developing the final CY 2019 Operating Budget.

Smith reviewed projected 2019 Revenue, which is expected to increase by 3.1% due to growth in both districts, affecting tax revenue and larger interest rates on investments. The revenue calculations are based on a CCLD tax rate of 19.98 cents per \$100 of assessed valuation, which is a decrease from 2017, and a CBCLD tax rate of 30.91 cents per \$100 of assessed valuation, which is the same rate levied in 2017.

Harline entered the meeting.

Smith reviewed projected 2019 Expenditures. He note that approval of the Final 2019 Operating Budget rather than the Preliminary 2019 Operating Budget gives staff the authority to expend the budgeted funds.

Smith stated that Salaries and Fringe Benefits are expected to increase due to including placeholders for increases in benefits rates at renewal, a placeholder for a three percent across-the-board raise and adding staff hours for operating the new Outreach Van and conducting other patron services.

Conroy said that a placeholder is in the budget for instituting a pension plan at DBRL through Missouri Local Government Employees Retirement System (LAGERS). Currently, the library offers an optional 401K plan with up to a 6% match for employee contributions. LAGERS is conducting an actuarial study to determine what it would cost DBRL to offer a pension plan to staff working 30 hours or more per week with various levels of credit for prior service. When the results are received by staff, they will be reviewed with the Finance Committee prior to the full board's consideration of the draft Final CY 2019 Operating Budget.

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Smith reviewed Library Materials expenditures. The total budget is the same as in 2018, but the cost of the Collection HQ analysis software has been moved to Technical Services Supplies. Therefore, all of this budget line will be available for materials.

General Operating expenditures are expected to increase, mainly due to anticipated increases in Personal Vehicle Mileage, due to more employees using personal vehicles for library-related business related to adding services in Holts Summit; Professional Fees, due to conducting a community survey and paying for security officers as contracted employees; Programming, due to adding services in Holts Summit; and Supplies, due to inflation, moving the cost of Collection HQ from Library Materials, purchasing event management/room reservation software and adding services in Holts Summit. In response to a question from Hays-Martin, Smith confirmed that the security officers will be treated as true contracted employees beginning in 2019, and will receive a 1099 form for tax purposes rather than a W-2.

Smith said that Buildings Operations and Maintenance is decreasing due to fewer planned maintenance needs in 2019. This line does include funds to purchase ten more circulating hot spots and support the new service in Holts Summit.

Contingency is an allowance to offset grant and donation spending so that the budgeted expenditures are not exceeded. Contingency is budgeted at the same amount as in 2018. Contingency cannot be expended without a budget amendment.

Smith noted that Capital Outlay contains placeholders for furniture and equipment and the specific purchases will be finalized prior to distributing the draft Final CY 2019 Operating Budget.

Total Revenue Over/Under Expenditures is projected at \$246,883 under expenditures. Fund Balance will be decreased by that amount and the remaining Fund Balance will be designated to specific savings categories established by the DBRL Board.

Barrett introduced Harline to the Trustees.

**Recess**

As provided for in the agenda, the board recessed at 6:42 p.m. Business resumed at 6:50 p.m.

**District Board Reports**

Callaway County Library District: Hays-Martin reported that the CCLD board approved the CY 2018 Operating Budget Amendment and the Preliminary CY 2019 Operating Budget. Hays-Martin also stated that the board met prior to tonight's meeting and accepted a letter of intent to provide library services at the Summit Plaza location in Holts Summit.

Columbia and Boone County Library District: Markie reported that the CBCLD board approved the CY 2018 Operating Budget Amendment and the Preliminary CY 2019 Operating Budget. Additionally, the CBCLD met prior to the Regional meeting and heard a presentation by REDI and Northwest Medical Isotopes, LLC (NWMI) regarding NWMI's Chapter 100 tax abatement proposal. The CBCLD board directed Markie, as their representative to the Chapter 100 Committee, to vote in favor of the tax abatement.

**Other Business**

There was no other business.

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**Staff Comments/Announcements**

Barrett thanked the board for accepting the letter of intent to provide services in Holts Summit.

**Board Comments/Announcements**

There were no comments or announcements from the Trustees.

**Adjournment**

Westerfield adjourned the meeting at 6:57 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary