

**Daniel Boone Regional Library  
Minutes, Meeting of September 13, 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; Susan Daly; Mary Fennel; Lisa Groshong; Tonya Hays-Martin; Phil Harrison; Andrea Kimura; Kate Markie; August Nielsen and Brian Warren. Jean Howard, Pat Powell and Khaki Westerfield were absent.

Also in attendance were DBRL Executive Director Margaret Conroy; and staff members Elinor Barrett, Amanda Burke, Kirk Henley, Melanie Henry, Sarah Howard, Nathan Pauley, Greg Reeves, Angela Scott, Mitzi St. John and Lauren Williams.

Conroy noted that all staff and Trustees received new name tags this month. She encouraged the Trustees to wear them when they are at community events.

**Public Comment**

There were no members of the public in attendance.

**Minutes**

Fennel asked for corrections or changes to the minutes from September 16, 2018. Hearing none, she declared the minutes approved as written.

**Monthly Reports**

**Director's Report:** Conroy reminded the board that Melissa Carr is receiving the Lifetime Achievement Award at the MLA Conference on Wednesday, October 10 at 7pm at the Holiday Inn Executive Center. There is no cost to attend and Trustees are encouraged to be there. During the conference, staff will be exhibiting DBRL's new Book Bike.

Conroy, Barrett and Jim Smith met with the Holts Summit property owner and other interested parties on September 12. They discussed the specific terms of the lease. Conroy expects to receive the draft lease agreement by next week and will send it to DBRL's legal counsel to review. Once the lease is signed, DBRL staff can order any furniture that is still needed, install the collection and set an opening date.

In response to a question from Groshong, Conroy said that we cannot sign a lease that obligates a future library board to a lease cost without funding in place. There will be a clause in the lease that states what the options are if the library cannot meet the financial obligations of a lease that includes a rental fee after the rent waiver expires.

Conroy noted that staff had intended to celebrate Pat Powell's 30 years of board service this month, but she was unable to attend. That item will be postponed to October.

**Financial Report:** Conroy stated that we are at expected levels of expenditures for the year. In response to a question from Groshong, Conroy stated that the difference between Current Year Total Fixed Assets and Prior Year Total Fixed Assets is due to shifting the value of the CPL building due to the merger.

**Service Report:** Conroy noted that circulation is positive. Visits to the Callaway County Public Library (CCPL) are still decreasing.

**New Business**

**October Board Meeting:** Fennel noted that the next Board Meeting, scheduled for October 11,

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falls during the MLA Conference. A poll was issued and the majority of Trustees were available if the next meeting were set for October 18.

**ACTION:** Daly moved, Hays-Martin seconded changing the date of the next DBRL Board Meeting from October 11 to October 18.

In response to a question from Markie, Conroy stated that, if moved to October 18, the meeting will take place at CPL instead of at CCPL due to the Friends Room at CCPL being reserved for a book sale set-up on October 18.

**ACTION:** The motion passed.

Administrative Policies: Conroy reviewed the minor changes to each of the policies under review this month.

**ACTION:** Hays-Martin moved, Markie seconded approving Policies 2-640 (Copyright/Public Performance Rights), 2-693 (Library Parking) and 2-695 (Smoking) with the suggested edits. The motion passed.

Markie stated that she is glad the library reviews all policies on a regular basis, even if only minor changes or no changes are needed.

**District Board Reports**

Callaway County Library District: Hays-Martin reported the CCLD Board met on August 20 and set the 2018 tax rate at 19.98 cents per \$100 of assessed valuation. This is a rollback from the 2017 rate of 20 cents per \$100 of assessed valuation, due to Hancock Amendment requirements.

Additionally, the board discussed possible names for the library branch in Holts Summit. Work on the lease agreement for the Holts Summit location is ongoing.

Columbia and Boone County Library District: Markie reported that the CBCLD Board met on August 28 and set the 2018 tax rate at 30.91 cents per \$100 of assessed valuation. This is the same rate as in 2017.

**Other Business**

Fennel reviewed the schedule of upcoming meetings, including the October 9 Finance Committee work session and the November 7 Finance Committee meeting.

**Staff Comments/Announcements**

Conroy stated that Reeves is changing roles to work full-time as a reference librarian and trainer at CPL. Henry has recently posted the job announcement to hire a manager who will manage both the Fulton library and the new branch in Holts Summit. Fennel said that Reeves has been a wonderful manager and a great support to the CCPL Friends.

**Board Comments/Announcements**

There were no comments or announcements from the Trustees.

**Adjournment**

Fennel adjourned the meeting at 6:21 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary