

**Daniel Boone Regional Library
Minutes, Meeting of January 10, 2019**

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

Also in attendance were DBRL Executive Director Margaret Conroy and staff members Elinor Barrett, Diana Buckner, Amanda Burke, Katie Dixon, Patrick Finney, Kirk Henley, Melanie Henry, Sara Henry, Sarah Howard, Ronda Mitchell, Nathan Pauley, Abbey Rimel, Angela Scott, 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 November 15, 2018. Hearing none, she declared the minutes approved as written.

Monthly Reports

Director's Report: Conroy passed around a thank you note from Maxie Martin for the flowers sent to her husband Ray's funeral service. Maxie and Ray had been long-time, active members of the Friends of the Callaway County Public Library.

Conroy announced that the Book Rover arrived on January 4. She encouraged the Trustees to take a look at it in the south parking lot, and noted the eye-catching wrap designed by the PR Department.

Conroy noted that the DBRL Foundation has directed its 2018 fundraising to the cost of the Book Rover. The campaign brought in more than anticipated and now it is expected that the Foundation will fully fund the vehicle with private donations. There is an acknowledgment on the back of Book Rover noting Foundation donors' support. Conroy will report on final campaign totals at the February board meeting.

Conroy announced that MLA's Library Advocacy Day is February 26. She asked that Trustees let her know if they are interested in attending and speaking with legislators about the importance of funding library services.

Conroy noted the recent coverage of DBRL programs and projects in some significant media publications, including Public Libraries and The Christian Science Monitor. She is very proud of the staff for their accomplishments. She also noted that one of the co-authors of the Public Libraries piece is the son of DBRL Trustee Tonya Hays-Martin.

Conroy welcomed and introduced Abbey Rimel and Sara Henry. Rimel is the Community Outreach Manager, which is a new position, and Henry is the new Callaway County manager. They both began work this week.

Westerfield led a round of applause for the DBRL staff.

Financial Report: Smith said that he does not anticipate total tax receipts changing from the 98% of budget reported for the Preliminary December 2018 report. He noted that the 2017 tax

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receipts were 105% of budget, so the receipts tend to even out over time. The Final December 2018 report will be affected by paying final invoices and receiving the final county investment reports.

In response to a question from Conroy, Smith said that the timing of receiving tax revenue is based on payment patterns of taxpayers.

Service Report: Conroy reported that DBRL is experiencing an uptick in circulation, especially through the Digital Branch. Staff are attributing this in part to the PR Department's decision to run ads about Kanopy and Freegal on KBIA, as significant usage increases are seen for those specific services.

Conroy noted that the library has just purchased a web tool that will help staff gather more detailed analytics about the use of our website and social media accounts.

Conroy thanked Burke for her data analysis and summaries in the Service Report.

Conroy announced that some furniture has been installed at the Holts Summit Public Library and staff are still working toward a mid-February soft opening. Having network connectivity in place is critical to opening the branch. After the branch is up and running, a community reception will be scheduled.

Old Business

2018 Objectives and Tactics 4th Quarter Report: Barrett noted that staff also completed some activities in 2018 that were not explicitly in the 2018 Objectives and Tactics, but which laid groundwork for 2019 Objectives and Tactics.

Carner asked if an alternative to the Community Liaisons project will be proposed. Conroy said that there was not enough time or staff resources to implement it in 2018 and in 2019 she will focus on getting Sara Henry integrated in Callaway County communities. Rimel's position will eventually have a component of liaising with the business community. Staff will continue their typical practice of building connections outside of the library walls through events and programming. In response to a question from Carner, Conroy said that more staff is always needed but not for this specific objective. Managers will be working on reorganizing hours and services internally to maximize staffing; this will include reconfiguring community bookmobile visits. Barrett noted that Conroy also had to establish her own community connections in 2018, which took precedence over the Community Liaisons project.

Conroy noted that due to initiating planning and training in 2018, staff will be ready to begin offering passport application services in February.

Powell congratulated the staff on all they accomplished in 2018.

LAGERS Valuation: Westerfield stated that an organization investigating the potential of joining LAGERS is required by Missouri statute to make the cost information available to the public for at least 45 days prior to adopting membership in the retirement system. Westerfield reminded the Trustees that adoption of the 45 day public information period does not commit the organization to joining LAGERS.

Conroy added that the valuation came in this afternoon.

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ACTION: Howard moved, Markie seconded initiating the 45-day public information period prior to electing membership in the Missouri Local Government Employees Retirement System (LAGERS). The motion passed.

Conroy said that board provided good feedback at the previous board meeting, which she and Smith will use when outlining options that will be financially sustainable for DBRL. She asked that Trustees with specific questions or concerns please contact her prior to the February board meeting. She reminded the board that, due to the 45-day public information period, the vote on joining LAGERS can take place no sooner than at the March board meeting.

Daly suggested forming a board subgroup with Conroy and Smith to discuss retirement benefits.

Conroy reminded the Trustees that the 401(k) match rollback to 4% can be temporary. Conroy said that new 2019 LAGERS expense calculations will be reduced, considering that the pension cannot be implemented sooner than April. Conroy reiterated that the pension is a benefit provided automatically and uniformly to all employees within the board-approved parameters, whereas participation in the 401(k) is voluntary and participation levels are variable.

In response to a question from Daly, Conroy clarified that LAGERS has options for the employer to fund 100% the plan costs, or for employees to contribute 4% toward the cost. LAGERS staff are proposing legislation to be able to offer a 2% employee contribution option in the future, but that option does not yet exist.

Daly, Nielsen and Groshong expressed interest in participating in a workgroup with Conroy and Smith.

New Business

PTO Overages: Conroy said that Melanie Henry coordinated the PTO conversion on January 1. This resulted in 42 staff members with PTO totals over the new cap. Conroy has informed the staff that the board is considering a full or partial payout option for staff with excess PTO. If approved, the funds would come from the Unrestricted Fund Balance.

Conroy said that the payout option is being proposed as a one-time election. The new PTO policy does not have payout provision. In response to a question from Daly, Conroy said that the payouts are taxable. The group discussed whether it might be possible to facilitate rolling the payouts into employees' 401(k) accounts.

ACTION: Howard moved, Powell seconded amending the CY 2019 Operating Budget to release funds from Fund Balance to pay out PTO Excess at the 2018 wage rate at an amount not to exceed \$315,455.

In response to a question from Kimura, Conroy said that payout-eligible staff would have several days to consider the tax implications and make their decision but the process will be completed as soon as possible.

ACTION: The motion passes.

Conroy said that a formal budget amendment will be presented in February that will cover the cost of the payout and expenses connected with opening the Holts Summit Public Library.

United for Libraries' Short Takes for Trustees: Conroy suggested that the United for Libraries videos be shown over the course of the year, with the Trustees' approval, as continuing education. The first video was shown and the accompanying handout distributed.

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In response to a question, Conroy said that staff are working on updating DBRL's current Collection Development Plan. She noted that Henley handles collections complaints and none have escalated recently. Conroy reminded trustees that all DBRL policies are on the Trustees' website.

In response to a question from Markie, Conroy confirmed that the library carries a D&O policy for the Trustees and handed around information on the coverage limits. Conroy added that, following a recent review with the commercial insurance broker, the library added cybersecurity insurance to its coverage.

Administrative Policies: Conroy reviewed proposed edits to Policies 2-708 (Mileage Reimbursements) and 2-714 (Staff Travel, Conference and Training Expenses) and said that the most significant suggested edit is to Policy 2-714, as Conroy wants the policy to expressly state DBRL's commitment to supporting professional development and other training related to library employment. Conroy noted that changes were made by staff to the procedures of both documents.

ACTION: Powell moved, Howard seconded adopting Policy 2-708 (Mileage Reimbursements) and Policy 2-714 (Staff Travel, Conference and Training Expenses) with the suggested edits. The motion passed.

Other Business

There was no other business.

Staff Comments/Announcements

There were no comments or announcements from the staff.

Board Comments/Announcements

Powell reported that members of her book club were very complimentary about the library and its materials at their recent meeting.

Groshong welcomed back Harrison and he thanked the group for the card they sent him following his recent surgery.

Adjournment

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

Minutes recorded by Amanda Burke, DBRL staff.

Board Secretary