

**Daniel Boone Regional Library  
Minutes, Meeting of May 11, 2017**

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

Susan Daly called the meeting to order at 6:00 p.m. in the Friends Room of the Columbia Public Library (CPL).

Daniel Boone Regional Library (DBRL) Board members in attendance were: Julie Baka; Dorothy Carner; Daly, President; Mary Fennel; John French; Lisa Groshong; Phil Harrison; Tonya Hays-Martin; Lynn Hostetler; Jean Howard; Brouck Jacobs; Michael Luebbert; Kate Markie; August Nielsen; Pat Powell; Brian Warren and Bill Young. Gena Scott and Khaki Westerfield were absent.

Also in attendance were Roger McKinney of the Columbia Daily Tribune, DBRL Director Melissa Carr, and staff members Elinor Barrett, Amanda Burke, Betsy Collins, Patrick Finney, Melanie Henry, Ronda Mitchell, Nathan Pauley, Greg Reeves, Angela Scott, Mitzi St. John and Lauren Williams.

**Public Comment**

There was no comment from the public in attendance.

**Minutes**

Daly asked for corrections or changes to the open and closed session minutes from April 13, 2017. Hearing none, she declared both sets of minutes approved as written.

**Monthly Reports**

**Director's Report and Comments:** Carr stated that Groshong will present information about the proposed unification to the Columbia City Council at the May 15 pre-council meeting. All Trustees are welcome to attend in support.

Carr pointed out the impressive number of tax returns completed by AARP volunteers at the CPL this tax season and noted how much the volunteers are appreciated by library staff.

Carr noted that the City of Columbia has mailed information to Groshong, Markie and Westerfield about their opportunities to reapply for the Board. If the new, unified district is approved, all current appointments of the Boone County Library District (BCLD) and the Columbia Library District (CLD) will end on December 31, 2017 and nine Trustees will be appointed to the Columbia and Boone County Library District (CBCLD) board with terms to begin on January 1, 2018.

Lastly, Carr noted that Secretary of State Jay Ashcroft visited CPL recently and they had good discussions about funding and library services.

Collins displayed a Playaway Launchpad, a new format we are adding to our circulating collection. The Launchpad is a tablet computer preloaded with apps for ages 3-10. Collins reviewed the durability features and noted that we have purchased the second-generation model. Launchpads have no internet or photography/recording capabilities and can be reset with a touch of a button when they are returned.

Obtaining and circulating these devices help DBRL meet the Strategic Plan goal of "encouraging reading, viewing and listening for pleasure."

DBRL has initially purchased 144 Launchpads. Each case includes a charging cord, care instructions, a DBRL-logoed microfiber cleaning cloth and a list of replacement costs. Patrons

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will be encouraged to return the devices at library buildings and bookmobiles rather than at drop boxes. Each Launchpad has a one-year warranty. Collins reviewed the purchase costs and replacement costs.

Staff hope to have the devices circulating by the end of May. In response to a question from Daly, Collins said that, promotions-wise, the devices will get a soft launch. Staff expect them to be extremely popular especially as they are being debuted right as Summer Reading kicks off.

Launchpads will be available to check out or place on reserve at all library facilities. In an effort to make them available to as many patrons as possible, staff has set procedures to increase the turnover of this collection this summer. A percentage of the copies of the collection will be treated like the Most Wanted collection and not available to reserve. The balance will be available to reserve so they can be delivered to the Library-To-Go Lockers or to patrons who want a particular title.

In response to a question from Hays-Martin, Collins said that the apps installed on the Launchpads are fairly stable and should not require updates. If they are not working for any reason, the company will exchange them.

Financial Report: Daly asked for and heard no questions about the preliminary April Financial Report. Carr noted that money for warrants is being taken from the City of Columbia investment pool only. When the CBCLD is formed, all monies will be moved to the Boone County investment pool.

Service Report: Daly asked for and heard no questions about the Service Report. Carr noted one correction to the CPL door count.

### **District Reports**

Boone County Library District: Young reported that the BCLD met prior to the regional meeting and adopted the Resolutions of the Board of Trustees of the Boone County Library District, which is a requirement for unifying the BCLD and CLD. The BCLD board also approved a motion to draft a resolution to send to the Boone County Commissioners encouraging them to make the majority of their appointments for the new, unified district from outside the Columbia City limits in order to reflect the population distribution of the county.

Columbia Library District: Groshong reported that the CLD met prior to the regional meeting and adopted the Resolutions of the Board of Trustees of the Columbia Library District, also a requirement for unifying the BCLD and CLD. The CLD board also adopted a resolution authorizing the defeasance of CLD's General Obligation Bonds.

### **Committee Reports**

Ad Hoc Director's Selection Committee: Nielsen stated that the committee has met twice, first to determine if they should hire a professional search consultant and then to discuss the results of consultant interviews. Nielsen noted that references were called for the three firms and all three firms seemed very competent.

**ACTION:** The recommendation comes from the committee to hire Bradbury Miller Associates to serve as the library's executive search consultant.

In response to a question from Jacobs, Nielsen said the fee estimate is \$16,000 plus travel and out of pocket expenses.

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Markie noted that three of Bradbury Miller’s principals are former library directors.

Daly stated that each of the companies offered a one year guarantee. If the selected candidate does not work out within one year of hire, the consultant will help conduct another search for only the cost of travel and out of pocket expenses.

Daly also noted that the board must think about relocation costs for the successful candidate.

Nielsen said that the search process is likely to begin in August.

**ACTION:** The motion passed.

Long-Range Planning Committee: Carner reported that the committee met on May 4 and reviewed three draft Strategic Areas of Focus for the next Strategic Plan. Committee members then spent several minutes brainstorming priorities for goals, services or target audiences that they would like to see reflected within the Areas of Focus. Barrett then led the full board in the same exercise.

McKinney exited the meeting.

Nominating Committee: Groshong reported that the committee met on May 5 and approved recommending the following slate of officers:

President: Mary Fennel

Vice-President/Secretary: Khaki Westerfield

Warrant Officer: Bill Young

Vote on the slate will take place at the June board meeting.

**Old Business**

There was no old business.

**New Business**

Financial Policy: The board reviewed changes and additions to Policy 2-701 (Budget) that describe budgeting for health, dental and life insurance and clarify other procedures.

**ACTION:** Powell moved, Luebbert seconded approving Policy 2-701(Budget) as presented.  
The motion passed.

Human Resources Policy: Henry discussed draft Policy 1-221 (Compensation) produced in conjunction with the 2016 Compensation Study. This policy outlines how DBRL’s compensation plan is structured and describes procedures for position reclassification and budgeting. Henry asked the Trustees to note the new, “lump-sum” practice that will take effect beginning January 2018. This practice would apply to employees who have reached the maximum pay rate for their position grade. Henry noted that managers will meet individually with each of the employees this currently applies to.

In response to a question from Markie, Henry said that changes that are implemented in conjunction with this policy will not affect benefits.

In response to a question from French, Carr stated that turnover varies between position levels, with circulation positions experiencing the highest turnover.

**ACTION:** Hays-Martin moved, Howard seconded approving Policy 1-221 (Compensation).

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In response to a question from Baka, Carr stated that if the policy is approved, when staff compensation is increased across-the-board, staff members at their maximum pay rate would receive the lump-sum equivalent to the raise quarterly, and it is not cumulative from year to year.

ACTION: The motion passed.

**Miscellaneous**

Daly thanked Henry for her work with the Ad Hoc Director's Selection committee.

**Public Comment**

There were no members of the public in attendance.

**Staff Comments/Announcements**

Carr reminded the board about May 15 pre-council meeting. She circulated a draft handout that will be distributed at that meeting.

**Board Comments/Announcements**

Luebbert announced his resignation from the CCLD and DBRL Boards. Daly thanked him for his service and the Trustees gave him a round of applause.

Luebbert exited the meeting.

**Committee Reports, Continued**

Evaluation Committee: Hays-Martin stated that the committee met on April 13 following the Regional Board meeting. Taking into account Carr's retirement announcement earlier that evening, the committee agreed to forego the 2016 Director's Evaluation. Instead, the committee is developing a partial-year contract.

ACTION: Young moved, Howard seconded entering Closed Session concerning matters of personnel as authorized under RSMo 610.021(3). The vote was taken by roll call: Baka – yes; Carner – yes; Daly – yes; Fennel – yes; French – yes; Groshong – yes; Harrison – yes; Hays-Martin – yes; Hostetler – yes; Howard – yes; Jacobs – yes; Luebbert – yes; Markie – yes; Nielsen – yes; Powell – yes; Warren – yes and Young – yes.

The Board entered Closed session at 7:26 p.m. Open Session was resumed at 7:57 p.m.

**Adjournment**

Daly adjourned the meeting at 7:58 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary