

**Daniel Boone Regional Library  
Minutes, Meeting of August 10, 2017**

**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: Julie Baka; Dorothy Carner; Susan Daly; Fennel; John French; Tonya Hays-Martin; Lynn Hostetler; Jean Howard; Brouck Jacobs; Kate Markie; August Nielsen; Pat Powell; Brian Warren; Khaki Westerfield and Bill Young. Lisa Groshong, Phil Harrison and Jen Meyerhoff were absent.

Also in attendance were Matt Kriete of ESS, Steve Tade of Winter Dent, DBRL Director Melissa Carr and staff members Elinor Barrett, Diana Buckner, Amanda Burke, Betsy Collins, Patrick Finney, Ronda Mitchell, Nathan Pauley, Greg Reeves, Jim Smith, Mitzi St. John and Lauren Williams.

**Public Comment**

There was no comment from the public in attendance.

**Minutes**

Fennel asked for corrections or changes to minutes from July 13, 2017. Hearing none, she declared the minutes approved as written.

**Monthly Reports**

**Director's Report and Comments:** Carr introduced Tade to provide an overview of the library's commercial insurance.

Jacobs entered the meeting.

Tade distributed handouts describing DBRL's organizational insurance. He reviewed each line of coverage and coverage enhancements purchased by the library, including deductibles and payment limits. Tade reviewed the current premiums.

Tade reviewed the cost of increasing the Directors and Officers, Employment Practices and Fiduciary liability limits, or for increasing the Directors and Officers liability limit only. He explained the process of increasing coverage mid-year.

Carr discussed Directors and Officers coverage amounts at other large Missouri libraries.

Powell thanked Tade for his presentation.

**ACTION:** Powell moved, Hays-Martin seconded increasing the limits of the Directors and Officers, Employment Practices and Fiduciary liability coverage limits to \$2,000,000. The motion passed.

Lastly, Tade mentioned that a homeowner insurance policy will not cover a Trustee's board-related activities, but a personal umbrella policy can be purchased for that purpose.

Tade exited the meeting.

Kriete provided an update on the CPL South Parking Lot and Stairs work, which is out for bids. He stated that the stairs will be kept at their current width, instead of narrowing them by one-third, as had been discussed. Any small curbs between the sidewalks and lot surface will be eliminated. He anticipates work starting in the next four to six weeks.

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In response to a question from Carr, Kriete stated that the cost of the project is still within his estimate and could be lower than previously estimated. In response to a question from Daly, Kriete said that he estimates the project to take between 30 and 60 days for substantial completion.

Kriete exited the building.

Carr noted that the Columbia TIF Commission is meeting that evening and she invited any interested Trustees to join her in attending, immediately following the board meeting.

Carr also announced that she has a phone conference with the MLA Legislative Committee next week to discuss adding the topics of firearms in libraries to the legislative agenda for approval by MLA.

Financial Report: There were no questions about the report.

Service Report: There were no questions about the report. Carr stated that she believes our circulation of audiobooks is increasing at a greater rate than the national trend.

In response to a question from Carner, Collins stated that library staff continually look at new services, such as Kanopy.

**Committee Reports**

Finance Committee: Young reported that the Finance Committee met on August 2 and approved a motion recommending the CY 2018 Preliminary Operating Budget to the district boards. Since that date, the budget has been updated to reflect new information which allows the CCLD to set a tax rate of 20 cents per \$100 of assessed valuation. Young stated that Smith revised the CY 2018 Preliminary Budget and if the districts wish to approve the revised document, they would need to vote down the motion from the committee and make new motions to approve the revised Preliminary Budget included in the board packets and presented this evening.

Smith stated that the purpose of the Preliminary Budget is to set the framework for the Final CY 2018 Operating Fund Budget and illustrate the need for revenue generated by each district setting its tax rates. Smith noted that this budget will differ from the Final Budget because more specific information will be received the costs of the 2018 Objectives and Tactics, health and dental insurance renewal rates, and other items estimated as part of the preliminary budget.

Smith reviewed the Revenue section of the Preliminary Budget, which predicts a two (2) percent increase due to estimating increased tax revenue offset by an anticipated decrease in State Aid and no projected transfers from the Building Fund. Carr noted that State Aid is budgeted at 38 cents per capita for 2018 with some additional funds being distributed as Equalization payments.

Smith reviewed the Expenditures section of the Preliminary Budget, reminding the board that approval of the Preliminary CY 2018 Operating Budget does not authorize staff to expend funds.

Smith stated that Salaries and Fringe Benefits are projected to increase due to including a placeholder for a three (3) percent across-the-board raise, but this is offset somewhat by employee turnover. Carr said that the Final Budget will likely include a request for more staff hours.

Smith said that Library Materials is budgeted to increase from the CY 2017 budget to improve collections throughout the region. Carr noted that about 40% of the materials budget was spent on digital materials in 2016. Digital branch circulation is currently about 23% of total

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circulation; however, this does not include use of databases.

Smith stated that General Operating is expected to increase slightly to grow and enhance library programming. Building Operations and Maintenance is expected to decrease due to fewer one-time maintenance projects scheduled in 2018 and estimating a decrease in vehicle repair costs.

Contingency is budgeted at the same amount as CY 2017. This category is included to offset private donations or revenue awarded from grants to avoid exceeding the total expenditure budget. It is a violation of state statute to over-expend the total budgeted expenditures, which could occur if the Contingency line was not included under Expenditures.

Capital Outlay is expected to increase due to more capital requests which will be reviewed and listed for the final budget.

The Preliminary Budget shows projected revenue under expenses of \$283,923. This amount will be expended from Fund Balance, which includes funds saved specifically for projects included in this budget. The remainder of the Fund Balance is held in four savings categories: Future Improvements to Buildings Owned by the District; Future Furniture and Equipment Replacement; Implementation of the Strategic Plan; and Unrestricted.

As allowed for on the agenda, Fennel recessed the meeting at 7:00 p.m. The meeting resumed at 7:11 p.m.

**District Board Reports**

Boone County Library District: Powell stated that the BCLD Trustees voted down the motion from the Finance Committee and passed a motion approving the revised CY 2018 Preliminary Budget presented this evening. In addition, the BCLD voted to approve Young serving as a voting member of the Finance Committee.

Callaway County Library District: Howard reported that the CCLD Trustees voted down the motion from the Finance Committee and passed a motion approving the revised CY 2018 Preliminary Budget presented this evening.

Columbia Library District: Markie reported that the CLD Trustees voted down the motion from the Finance Committee and passed a motion approving the revised CY 2018 Preliminary Budget presented this evening. In addition, the board approved a Debt Service warrant.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**Miscellaneous**

There was no miscellaneous business.

**Public Comment**

There were no members of the public in attendance.

**Staff Comments/Announcements**

There were no comments from the staff members in attendance.

**Board Comments/Announcements**

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Hays-Martin and Markie announced new grandchildren!

**Adjournment**

Fennel adjourned the meeting at 7:18 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary