

**Daniel Boone Regional Library
Minutes, Meeting of October 18, 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; Susan Daly; Mary Fennel; Lisa Groshong; Tonya Hays-Martin; Phil Harrison; Andrea Kimura; Kate Markie; August Nielsen; Pat Powell; Brian Warren and Khaki Westerfield. Taylor Cudd and Jean Howard were absent.

Also in attendance were Elizabeth Althoff of Missouri LAGERS, DBRL Executive Director Margaret Conroy, and staff members Liz Aleshunas, Ethan Cordray, Elinor Barrett, Diana Buckner, Amanda Burke, Katie Dixon, Kirk Henley, Melanie Henry, Ronda Mitchell, Nathan Pauley, Angela Scott, Jim Smith and Mitzi St. John.

Public Comment

There were no comments.

Minutes

Westerfield asked for corrections or changes to the minutes from September 13, 2018. Hearing none, she declared the minutes approved as written.

Monthly Reports

Director's Report: Conroy said that staff have received a lot of positive feedback about this year's *One Read* program. The author talk was very well attended. Conroy thanked the staff and community members who help make the program a success each year. She noted that it is her first time working at a library with a program like *One Read* and she is very proud of its quality and scope.

Westerfield noted that the additional information and photos provided at the author talk were very interesting.

Conroy stated that the MLA Conference was held in Columbia the prior week and many DBRL staff were involved in presentations. The book bike, stocked with DBRL publications, was displayed on the conference floor, and many other libraries' staff members picked up our materials. Mayor Brian Treece welcomed attendees to the conference and shared his pride in DBRL and the first book bike in the state.

Conroy presented Powell with a bouquet in gratitude for her thirty years of board service. She noted the major projects and other activities that have occurred during Powell's tenure. Powell received a round of applause from the Trustees and staff members in attendance.

Financial Report: Smith noted that the date on the cover page should have stated September 30, 2018. There were no questions regarding the report.

Service Report: Conroy noted that total circulation has been up for several months in a row due to strong digital branch circulation and check-outs at the two Library-To-Go lockers. It is too early to know if this will be a long-term trend.

Committee Reports

Finance Committee: Fennel stated that the Finance Committee met on October 9 and discussed the possibility of adding LAGERS (Missouri Local Government Employees Retirement System), a defined benefit public pension plan, for DBRL employees. LAGERS provided an actuarial

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valuation to DBRL staff and the committee to help determine if the library can afford a pension plan. The committee passed a motion initiating a 45-day public information period which is required prior to electing membership in LAGERS, but which does not commit the organization to joining LAGERS.

Fennel stated that the committee also discussed changes that will be proposed to other DBRL leave benefits, which may have a financial impact on both the budget and employees. Proposed changes to leave policies will be presented at the November 7 Finance Committee meeting.

Conroy said that administrative staff initiated the investigation into LAGERS by asking if the library has the financial ability to commit to the plan. After receiving the actuarial estimates, Conroy believes it is possible. Conroy added that making benefits changes at the same time as adding a pension will not only help fund the pension by reducing unfunded liability, but be easier to administer. She noted that some current, generous leave benefits may have been put in place as compensation for not having a pension plan.

Conroy noted that she emailed the full staff on October 17 to inform them of tonight's presentation, the possible change to a Paid Time Off (PTO) practice and noting that other policy changes will be proposed.

Althoff presented information on how LAGERS was created and how it is structured, why employers consider adding a pension plan, and how LAGERS benefits are calculated. She noted that benefits are portable to other LAGERS employers.

Althoff reviewed the permanent elections that must be chosen by individual employers, including the annual FTE hours for coverage and how much prior service is credited.

In response to a question from Westerfield, Althoff stated that an employee who is vested by working with multiple LAGERS employers will be paid their pension proportionally based on the rates selected by each employer.

In response to a question from Groshong, Althoff said that the employer's financial obligation relating to a member is complete when the member leaves their employment.

Althoff reviewed the flexible elections that must be chosen by individual employers, including the benefit program, final average salary range, and employee contribution level.

Markie exited the meeting.

Conroy noted that the information distributed by Althoff is based on the assumption that .75 FTE employees and up will be eligible, but the board will make the final decision on what level of employees will qualify.

Conroy said that staff are considering reducing the 401k match from 6% to 3% in order to help fund LAGERS. In response to a question from Groshong, Conroy confirmed that there are some part-time employees who contribute more than 3% to their 401ks and who would see a decrease in benefits.

Althoff reviewed the initial valuation estimates. She noted that LAGERS reviews contribution rates annually, but the rates are designed to stay very stable over time.

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Althoff stated that some organizations choose to reduce their liability incurred for crediting prior service by making greater payments than required or making a lump sum payment that reduces the regular required payments.

In response to a question from Harrison, Althoff said that investment decisions are made by a seven-member board, six members of which are elected by the LAGERS membership. The investment pool totals about eight billion dollars, which is invested in a range of funds. The portfolio is built to meet a specific risk level and attain a certain level of return. The board generally does not make short-term moves, and funds are re-evaluated every five years at the minimum.

Althoff provided Fennel with a detailed report on LAGERS investments. There were no further questions.

Althoff exited the meeting.

Westerfield thanked the Finance Committee for their work.

Old Business

2018 Objectives and Tactics: The third quarter progress report was enclosed in the packet of meeting materials. Conroy noted that the wrap designed for the new van has been sent to the manufacturer, and Barrett added that a draft lease for the Holts Summit property was received. There were no questions on the report.

New Business

Staff Day 2019: Henry said that the department managers have identified March 8 as the ideal date for next year's Staff Development Day.

ACTION: Powell moved, Harrison seconded closing all DBRL facilities and suspending bookmobile services on March 8, 2019 for Staff Development Day. The motion passed.

Administrative Policies: Conroy stated that IT department manager Mike Mullett reviewed Policy 2-673 (Video Security System) and the public services managers reviewed Policy 2-652 (Public Posting and Distribution of Community Materials) and no changes were suggested for either policy. Policy 2-651 (Meeting Rooms) has some suggested edits to clean up wording and make it correspond more closely to actual practices.

ACTION: Daly moved, Warren seconded accepting Policies 2-651 (Meeting Rooms), 2-652 (Public Posting and Distribution of Community Materials) and 2-673 (Video Security System) as presented. The motion passed.

Conroy noted that staff have investigated various software for online meeting room reservations and program scheduling. DBRL will be purchasing a product from Communico that will allow self-registration for programs and self-scheduling of meeting rooms. It will launch in Spring 2019. Conroy thanked the staff committee, led by Barrett, for their work.

Other Business

In response to a question from Groshong, Conroy said that recommendations for a LAGERS plan and changes to benefits policies will be proposed at the November 7 Finance Committee meeting. The budget implications of the proposed LAGERS plan will be reflected in the draft Final 2019 Operating Budget, which the Finance Committee will review in detail at the same

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meeting. If the committee is in favor of adopting a LAGERS plan, the plan and the budget will be reviewed by the full board at the November 15 board meeting. Due to the 45-day public information period, the board will not be able to official adopt a LAGERS plan until late November or early December, which will require a board vote.

Daly stated that very few employers are joining pension plans, so this will be a great way to attract high-quality job candidates. Daly stated that she is concerned about decreasing the 401k match. Groshong added that she is concerned about adversely affecting part-time employees. In response to a question from Daly, Conroy said that staff have the details on each individual employee that will be affected and how.

In response to a question from Warren, Conroy said that the draft 2019 budget currently includes an allocation for LAGERS that would cover any of several scenarios that the board may choose.

Staff Comments/Announcements

There were no comments or announcements from the staff.

Board Comments/Announcements

There were no comments or announcements from the Trustees. Harrison's report from the 2018 ALA Conference was distributed.

Adjournment

Westerfield adjourned the meeting at 7:21 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Board Secretary