

**Daniel Boone Regional Library  
Minutes, Meeting of February 14, 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, Taylor Cudd, Susan Daly, Mary Fennel, Lisa Groshong, Phil Harrison, Tonya Hays-Martin, Jean Howard, Andrea Kimura, Kate Markie, August Nielsen, Pat Powell, Brian Warren and Khaki Westerfield.

Also in attendance were DBRL Executive Director Margaret Conroy and staff members Elinor Barrett, Diana Buckner, Amanda Burke, Patrick Finney, Kirk Henley, Melanie Henry, Sara Henry, Sarah Howard, Ronda Mitchell, Nathan Pauley, Abbey Rimel, 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 January 10, 2019. Hearing none, she declared the minutes approved as written.

**Monthly Reports**

Director's Report: Conroy reminded the Trustees to take a look at the Book Bike, now on display in the CPL lobby.

Conroy announced that the Holts Summit Public Library (HSPL) will be ready to open on March 5. On February 20, there will be an invitation-only reception for Summit Plaza neighbors prior to a "preview performance" by a storyteller. Trustees are welcome to attend either event. Staff will soon determine a date for the public open house celebration.

Conroy noted that the PTO excess payout process went very smoothly and staff were grateful for the option.

Conroy said that Fennel and Powell will be joining her at MLA's Library Advocacy Day on February 26, as well as staff members Sara Henry and Liz Aleshunas.

Conroy announced that staff anticipate offering passport application services at the Callaway County Public Library (CCPL) and CPL in as soon as one month.

In response to a question from Daly, Conroy stated the full amount of a staff member's PTO excess payout could not be rolled into their 401(k). However, each staff member's typical contribution election was applied to the payout, as well as the employer match.

Westerfield relayed kudos from a friend who is new to the region and whose son loves the library.

Markie passed along compliments to the staff member who recently led a class tour of CPL for students from West Boulevard Elementary.

Financial Report: Smith noted that the January 2019 report is preliminary as he has not yet received the Boone County Treasurer's report and several 2018 invoices are yet to be paid.

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Smith noted that the amounts under Current Year Long Term Liabilities are equal to the Prior Year amounts in this draft report but will be revised for the final report in order to reflect PTO payouts.

The amount recorded under library tax revenue for Callaway County appears low because the railroad utilities tax was not received until February 2019.

Groshong asked Smith to explain why the Fixed Asset Amounts were lower in the previous year. Smith stated the costs funded from the Columbia Library District (CLD) project capital fund and the fixed assets purchased by the CLD Building Fund were reported separately on a CLD Building Fund monthly report and not the DBRL report. Smith stated that this will change for the February 2019 DBRL report and the figures should be more comparable.

Service Report: Conroy noted that Circulation totals are strong and reflect recent success advertising online resources such as Kanopy.

### **United for Libraries' Short Takes for Trustees**

The video "Evaluating the Library Director" was shown and a handout related to the topic was distributed.

### **Committee Reports**

Evaluation Committee: Daly reported that the Evaluation Committee met on February 5 and discussed revising the evaluation process and tools with the change in directorship. Daly noted that detailed feedback will be most helpful for Conroy. Conroy will provide a self-evaluation to the Trustees. Daly apologized to Conroy for not providing much feedback over her first twelve months. Daly would like the Evaluation Committee to meet mid-year to review the director's progress, rather than only at the end of the year. Daly stated that the online evaluation link will be sent to the full board once the form is finalized and the responses are due March 7. The committee will meet again in April to review the results prior to bringing those to the full board in May.

### **Old Business**

LAGERS: Conroy thanked Daly, Groshong and Nielsen for meeting with her earlier in the month to help clarify the information to be presented to the full board. Conroy and Smith reviewed the memo and handouts included in the board packet.

Conroy said that since the 2019 DBRL Operating Budget includes a full year of LAGERS funding but our 2019 expenses will equal nine months of plan costs at the most, it is not necessary to consider rolling back the 401(k) match from 6% to 4% in 2019.

The board discussed the current benefits available to half-time DBRL employees, benefits provided to half-time employees in the market, opportunities for employees to obtain positions with more hours, and DBRL's hiring philosophy.

In response to a question from Cudd, Conroy said that 90% of libraries using LAGERS offer the pension to staff working 1,500 hours per year or more (the equivalent of three-quarters and full-time employees).

Daly noted the high rate of turnover for DBRL employees working 20 or fewer hours per week.

Carner said that it is frustrating that half-time employees may not get benefits from any of their employers, if they work multiple jobs. Conroy noted all of the benefits available to DBRL's

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half-time staff members. If the pension is added for employees working 1,500 hours per year or more, that would be the only benefit not available to half-time employees.

Conroy noted that the nature of library work and the long open hours means many part-time employees with different availability are necessary.

Powell complimented the group that met with Conroy and Smith to review the plans and develop clear handouts regarding the pension options.

In response to a question from Hays-Martin, Conroy said that projections show that DBRL can afford to add a pension. Income is expected to increase at a rate greater than the highest possible increase in LAGERS annual costs.

The board referred the matter to the Finance Committee so that a specific recommendation can be made to the full board.

**New Business**

Administrative Policies: Conroy read the ALA Code of Ethics aloud, noting that ALA is the professional organization for libraries and the statement serves as a pledge to the public. Each of the other policies was reviewed and minor wording changes and reordering was noted.

ACTION: Harrison moved, Powell seconded approving Policies 2-615 (ALA Code of Ethics), 2-616 (Ethics Statement for DBRL Trustees), 2-618 (Responsibilities of the DBRL Board of Trustees) and 2-620 (Open Meetings and Records) with the suggested edits. The motion passed.

CY 2019 DBRL Operating Budget Amendment: Smith distributed a revised 2019 budget amendment. The amendment that was included in the packet listed the \$33,500 for Library Materials on the General Operating line. Smith stated that the amendment will reappropriate funds from 2018 to 2019 for the Book Rover and for Holts Summit Public Library (HSPL) start-up costs. The amendment also reflects the funding of PTO excess payments from Fund Balance.

**Recess**

As provided for in the agenda, the board recessed at 7:15 p.m. Business resumed at 7:21 p.m.

**District Board Reports**

Callaway County Library District: Hays-Martin reported that the board approved the revised 2019 DBRL Operating Budget Amendment.

Columbia and Boone County Library District: Markie reported that the board approved the revised 2019 DBRL Operating Budget Amendment. Additionally, the board reviewed and approved the 2019 CPL Friends Donation Budget.

**Other Business**

There was no other business.

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**Staff Comments/Announcements**

Henry reminded the Trustees that the libraries will be closed on March 8 for Staff Development Day and thanked the board for approving the closure.

Conroy asked for any last RSVPs for Library Advocacy Day and heard none.

**Board Comments/Announcements**

Markie noted that Conroy authorized the Perk Desk to give out free hot beverages during one of the recent extremely cold days, and she thinks this was a wonderful thing to do.

Harrison reported that he has attended the Fix-It Fair for several years and thinks it is a valuable program.

**Adjournment**

Westerfield adjourned the meeting at 7:23 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary