

**Daniel Boone Regional Library
Minutes, Meeting of March 14, 2019**

Call to Order, Roll Call and Determination of Quorum

Khaki Westerfield called the meeting to order at 6:03 p.m. in the Meeting Room of the Southern Boone County Public Library (SBCPL).

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 and Khaki Westerfield. Brian Warren was absent.

Also in attendance were Amanda Schultz of Williams-Keepers LLC, DBRL Executive Director Margaret Conroy and staff members Amanda Burke, Melanie Henry, Ronda Mitchell, Jim Smith and Mitzi St. John.

Public Comment

There were no members of the public in attendance.

Minutes

Westerfield asked for corrections or changes to the minutes from February 14, 2019. Hearing none, she declared the minutes approved as written.

Monthly Reports

Director's Report: Conroy announced that the community response to the Holts Summit Public Library (HSPL) has been enthusiastic. Program attendance, circulation and visits are all excellent. The new staff have done a great job dealing with dozens of new library card applications on top of the general workload. The official Open House and ribbon-cutting is March 20.

Conroy reported that she, Fennel and Powell attended MLA's Library Advocacy Day in late February and found the legislators and their aides positive about library funding. The House has restored State Aid to the 2015 level of \$3.5 million, and that budget now goes to the Senate for consideration. If the budget passes, funding will be restored to 55 cents per capita from the current 38 cents per capita.

Conroy noted that there is funding in the 2019 DBRL Operating Budget for 2-3 Trustees to attend the ALA Annual Conference in late June. The conference is being held in Washington D.C. this year. Please let Westerfield or Conroy know if you are interested in attending. In response to a question from Kimura, Conroy said that it is valuable for Trustees to attend in order to enhance their knowledge of the library profession and take part in programs geared specifically to board members. After the conference, each attendee is asked to submit a written report on their experience for distribution to the board.

Financial Report: Smith distributed a new version of the February 2019 Financial Report and stated that the document includes newly updated expenditures and corrections to the Fixed Assets category. Smith also noted the checking balance, which reflects the railroad utilities tax that was received in February. Smith stated that library tax revenue is on target for this time of year. Salary & Benefits expenditures are slightly more than typical due to the PTO excess payments, but the category is expected to be within budget by the end of the year.

Service Report: Conroy stated that circulation at all service points was strong in February. She credits the increased media attention due to adding HSPL, as well as social media and radio campaigns.

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Pre-Audit Engagement with Williams-Keepers

Smith introduced Schultz, who stated that staff from Williams-Keepers will be on-site next week to begin audit field work. Schultz distributed the audit planning letter, which outlines the scope and timing of the audit. The auditors will provide an opinion on DBRL's financial statements and will take a look at internal controls, but will not provide an opinion on those.

Committee Reports

Evaluation Committee: Daly reported that the Evaluation Committee met prior to this evening's regional board meeting and completed final edits to the survey. The survey will be emailed to all board members by the end of the week with a two-week deadline for completion.

Finance Committee: Fennel reported that the Finance Committee met on March 4, having been directed by the board at February's meeting to recommend a LAGERS plan for a vote at today's meeting. Following a detailed discussion, the committee passed a motion recommending the DBRL Board of Trustees adopt the resolution to approve joining LAGERS to provide a pension plan for employees working 1,500 hours per year, crediting 50% of prior service, at the L-3 benefit multiplier, using the 60-month final average salary, with 0% employee contribution.

Fennel noted that committee members expressed support for changing to the L-7 benefit multiplier when it becomes financially feasible.

Fennel stated that the committee discussed the library's ability to make a lump sum payment against the pension plan's long-term liabilities, the impact of making a lump sum payment and the benefit of making such a payment sooner rather than later. The committee passed a motion recommending the DBRL Board of Trustees authorize a lump sum payment of \$1.5 million to be paid upon joining LAGERS.

Westerfield thanked the committee. There was no further discussion

ACTION: The motion came from the committee recommending adoption of the resolution to approve joining LAGERS to provide a pension plan for employees working 1,500 hours per year, crediting 50% of prior service, at the L-3 benefit multiplier, using the 60-month final average salary, with 0% employee contribution. The vote was taken by roll-call: Carner - yes, Cudd - yes, Daly - yes, Fennel - yes, Groshong - yes, Harrison - yes, Hays-Martin - yes, Howard - yes, Kimura - yes, Markie - yes, Nielsen - yes, Powell - yes and Westerfield - yes. The motion passed.

The board discussed the estimated unfunded liability for the adopted plan and the annual costs, and noted the difference if a lump sum payment is made.

In response to a question from Carner, Conroy said that the benefit multiplier can be changed every two years. A new actuarial study must be performed when considering a new benefit multiplier level.

ACTION: The motion came from the committee recommending the DBRL Board of Trustees authorize a lump sum payment of \$1.5 million to be paid upon joining LAGERS. The vote was taken by roll-call: Carner - yes, Cudd - yes, Daly - yes, Fennel - yes, Groshong - yes, Harrison - yes, Hays-Martin - yes, Howard - yes,

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Kimura - yes, Markie - yes, Nielsen - yes, Powell - yes and Westerfield - yes.
The motion passed.

On behalf of the staff, Conroy thanked the Trustees for their consideration of and vote to implement the pension plan. Carner thanked the staff for their patience and all of the information provided to the board. Markie noted her pride in being able to offer the benefit to the library staff, stating it is the most important project she has taken part in as a member of the board.

New Business

Administrative Policies: Conroy noted that Policy 2-610 (Library Bill of Rights) was updated to reflect language adopted by the ALA Council in January 2019. There are no suggested edits to the other two policies under review.

ACTION: Howard moved, Fennel seconded approving Policy 2-610 (Library Bill of Rights).
The motion passed.

ACTION: Powell moved, Daly seconded approving Policy 2-621 (Public Participation at Board Meetings). The motion passed.

ACTION: Kimura moved, Cudd seconded approving Policy 2-650 (Exhibits and Displays).
The motion passed.

Other Business

There was no other business.

Staff Comments/Announcements

Smith thanked the board on behalf of DBRL employees for establishing the pension.

Board Comments/Announcements

Howard inquired about the status of passport application services. Conroy stated that all paperwork has been submitted and the Department of State is currently certifying the agents. She expects the service to begin soon. Conroy affirmed that that service will be available at the Columbia Public Library and the Callaway County Public Library. She said that staff will consider expanding the service to SBCPL in the future.

Adjournment

Westerfield adjourned the meeting at 6:43 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Board Secretary