

**Daniel Boone Regional Library  
Minutes, Meeting of April 11, 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, Phil Harrison, Tonya Hays-Martin, Andrea Kimura, August Nielsen, Pat Powell and Khaki Westerfield. Lisa Groshong, Jean Howard, Kate Markie and Brian Warren were absent.

Also in attendance were practicum student Michael Lewis, DBRL Executive Director Margaret Conroy and staff members Amanda Burke, Patrick Finney, Kirk Henley, Melanie Henry, Sara Henry, 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 March 14, 2019. Hearing none, she declared the minutes approved as written.

**Monthly Reports**

**Director's Report:** Conroy distributed the laminated wallet cards with the 2018 statistics to the trustees. A card for Sherry McBride-Brown was circulated. Conroy introduced MU student Michael Lewis, who is performing his practicum at DBRL and working mainly with librarian Seth Smith.

Noting the information in her Director's Report, Conroy briefly explained the rationale behind making changes to the provision in the DBRL Contract and Bylaws requiring that the individual district boards approve the budget. She reiterated that she has consulted DBRL's legal counsel about the matter. The board members indicated their agreement to initiating a review of the Contract and Bylaws with a view to amend the current requirement for budget approval.

Conroy thanked those trustees who have visited the new Holts Summit Public Library. Conroy announced that passport application services will commence at the Callaway County Public Library and at CPL within the month. She thanked Elinor Barrett and Angela Scott for their leadership on this project.

Powell thanked Conroy for including in her Director's Report a list of staff members celebrating work milestones. Conroy noted that Idenia Thornton received the bouquet from the board. Westerfield said that she appreciates that many staff members attend the board meetings.

**Financial Report:** Smith noted that, in the final December 2018 report, tax revenue was slightly lower than expected. This is due to the timing of tax payments. However, the interest and State Aid categories report growth. Overall, there were fewer expenditures recorded in 2018 due to capital outlay projects moved from 2018 to 2019 and due to the reduction in salary and benefits expenses because of turnover.

Smith reviewed sections of the March 2019 financial report, stating that the Long Term Liabilities decreased significantly from 2018 to 2019 because of the change to a PTO system. Smith said that the property tax revenue is on target for the first quarter.

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Service Report: Conroy noted that the Library-To-Go circulation appears to have decreased significantly because circulation at the Holts Summit lockers is now being included in the HSPL circulation total. Overall, circulation is up over 7% compared to March 2018.

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

The video "Board Meetings" was shown. Conroy noted that the DBRL board is following recommended practices and is a collegial group. She inquired about the timing of sending out board packets and the trustees indicated that the current practice is satisfactory.

Conroy noted that it is National Volunteer Week and thanked the trustees for their service.

**Committee Reports**

Evaluation Committee: Daly thanked the trustees for responding to the evaluation survey. The committee met prior to this evening's regional board meeting and reviewed the results. Daly reported that the committee is in favor of revising the Executive Director's job description for the next contract cycle; this in turn will cause changes to the 2020 evaluation survey. Daly inquired if the trustees were happy with the 2019 form, and those present indicated their satisfaction with it. Daly noted that Conroy would like to develop her annual goals to be used as a part of the evaluation process.

**Old Business**

2019 Objectives and Tactics – 1<sup>st</sup> Quarter Report: Conroy noted that staff have been busy preparing for and commencing both the Book Rover service and the new branch in Holts Summit, among other projects. Conroy inquired if the board would like more frequent updates on the Objectives and Tactics, as suggested in tonight's "Short Takes" video, and the trustees indicated that the current reporting schedule is satisfactory.

**New Business**

Administrative Policies: Henry stated that the PTO system is operating smoothly. In response to staff requests, she and Conroy drafted Policy 1-325 (Shared Leave) and reviewed it with DBRL managers and legal counsel. Henry said that she and Conroy researched other organization's policies when creating the draft; however, they tried to keep the parameters fairly open. In response to a question from Kimura, Henry stated that the FMLA definition of "family" was utilized in the draft policy. The group discussed the benefits and drawbacks of expanding the definition and expanding the situations that would qualify for Share Leave awards. Conroy said that the narrower definitions that are included will help management apply the policy more fairly and avoid subjectivity. In response to a question from Kimura, Henry stated that the twelve-month period referred to under "Apply for Shared Leave" is a rolling twelve-month period, not a calendar or fiscal year. In response to a question from Cudd, Conroy said that donations will be accepted during an annual window of time that coincides with benefits open enrollment. Conroy added that leave donations will be kept anonymous. In response to a question from Cudd, Henry stated that Personal Leave cannot be donated because that type of leave is to be taken by an employee near the time it is awarded at it expires at the end of each calendar year.

Conroy noted that staff asked for such a policy, which is helpful in lieu of DBRL having a short-term disability policy.

**ACTION:** Daly moved, Cudd seconded approving Policy 2-325 (Shared Leave). The motion passed.

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Conroy reviewed the proposed edits to Policy 2-680 (Test Proctoring), stating repetitive language has been removed and the service itself is not changing. Test Proctoring continues to be a growing service, and is led by Greg Reeves at CPL, Ronda Mitchell at SBCPL and Sherry McBride-Brown at CCPL.

**ACTION:** Powell moved, Hays-Martin seconded approving the edits to Policy 2-680 (Test Proctoring). The motion passed.

Budget Amendment: Smith stated that, per the vote at the March 14, 2019 board meeting, a budget amendment was prepared that authorizes expending \$1,500,000 from Fund Balance to pay down the unfunded liability of the new pension plan. There were no further questions from the trustees.

As provided for in the agenda, the board recessed to district board meetings at 6:44 p.m. Business resumed at 6:48 p.m.

**District Board Reports**

Callaway County Library District: Hays-Martin reported that the CCLD board approved the budget amendment.

Columbia and Boone County Library District: Nielsen reported that the CBCLD board approved the budget amendment.

**Other Business**

There was no other business.

**Staff Comments/Announcements**

There were no staff comments or announcements.

**Board Comments/Announcements**

There were no board comments or announcements.

**Adjournment**

Westerfield adjourned the meeting at 6:49 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary