

**Daniel Boone Regional Library
Minutes, Meeting of May 16, 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, Jean Howard, Andrea Kimura, Kate Markie, Pat Powell, Brian Warren and Khaki Westerfield. Phil Harrison, Tonya Hays-Martin and August Nielsen were absent.

Also in attendance were practicum student Kayla Thompson, Amanda Schultz of Williams-Keepers LLC, Bryan England of Sundvold Financial, DBRL Executive Director Margaret Conroy and staff members Elinor Barrett, Amanda Burke, Kirk Henley, Melanie Henry, Sara Henry, Sarah Howard, Ronda Mitchell, Nathan Pauley, Abbey Rimel, Angela Scott, Jim Smith and Mitzi St. John.

Howard introduced Thompson to the group.

Public Comment

There were no members of the public in attendance.

Minutes

Westerfield asked for corrections or changes to the minutes from April 11, 2019. Hearing none, she declared the minutes approved as written.

Monthly Reports

Director's Report: Conroy said that the 2019 quilt show went very well. She read a laudatory patron comment about DBRL services and the collection. Conroy updated the board on a staff member's absence due to a medical event. Powell suggested the Trustees sign a greeting card for the staff member. Conroy discussed the current process of "clipping" articles and mentions for the Trustees each month and the group agreed to receive a more concentrated document.

Conroy reported that passport application and photo services have commenced at CPL and at the Callaway County Public Library (CCPL). CPL passport agents have had a handful of applicants but CCPL has had none. Conroy asked the Trustees to spread the word. Howard stated that the service was publicized on KOMU 8 earlier that day.

Financial Report: Smith reported that total tax revenue is on track for 2019. However, Ameren is challenging the assessed valuation of their natural gas distribution system and the County Collector is holding their tax payment on this property until an appeal is complete. It remains to be seen what impact that will have on DBRL revenues.

Smith noted that the Retirement Plans line shows only 4% of budget spent year-to-date; this will be significantly different in the May report, which will include the lump sum expenditure to MOSERS.

Service Report: Conroy reported that the Holts Summit Public Library (HSPL) is experiencing steady use. Increased circulation at the Southern Boone County Public Library (SBCPL) is linked to the advent of the feature films collection.

Committee Reports

Westerfield noted that the Nominating Committee is due to meet prior to the next regional board meeting.

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Finance Committee: Fennel reported that the committee met prior to this evening's regional board meeting and approved a change to the retirement fund portfolio. In response to a question from Daly, England stated that fewer than 20 staff members are invested in the fund that is being eliminated.

Fennel stated that Schultz reviewed the audit of the 2018 financial statements for the committee and reported that Williams-Keepers issued an unmodified (clean) opinion. Daly noted her agreement with the recommendation by Williams-Keepers for DBRL to move to an electronic timekeeping system.

Fennel also reported that the Finance Committee reviewed and approved the 2018 Cost Allocation Report.

England and Schultz exited the meeting.

United for Libraries' Short Takes for Trustees

The video "Board Ethics" was shown. Following the video, Conroy noted that DBRL does have a board ethics policy, which has been reviewed this year, and Trustees perform their work with high ethics.

New Business

Bylaws Review: Conroy distributed the DBRL Contract with suggested edits. She noted that the current practice of splitting into districts to approve the budget or budget amendments runs counter to the philosophy of a regional organization. She said that separate district board meetings will be scheduled at which the suggested changes can be considered.

The Trustees discussed the history and possible purpose of the practice.

Administrative Policies: Conroy reviewed Policy 2-611 (Freedom to Read), an important document for the library profession. No edits were suggested.

ACTION: Fennel moved, Powell seconded approving Policy 2-611 (Freedom to Read) as presented. The motion passed.

Conroy reviewed Policy 2-655 (Computer and Internet Access and Safety), which was presented with no suggested changes. Conroy noted that most public libraries use internet filters, but DBRL staff ask patrons to be responsible for their own internet use. Conroy stated that there are few abuses of the policy. Barrett noted that, if requested, staff can turn on an internet filter for a patron.

ACTION: Daly moved, Howard seconded approving Policy 2-655 (Computer and Internet Access and Safety) as presented. The motion passed.

Conroy stated that staff rewrote the procedures of Policy 2-701 (Budget) to clean up outdated references and circular processes. The policy itself is presented with minor changes to reflect the numbering of the 2018 DBRL Bylaws.

ACTION: Warren moved, Powell seconded approving Policy 701 (Budget) with the suggested edits. The motion passed.

Other Business

There was no other business.

Staff Comments/Announcements

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There were no staff comments or announcements.

Board Comments/Announcements

Groshong noted that she acted as a moderator for a panel at the recent Unbound Book Festival. Upon her arrival, she was pleased to find Burke in charge of logistics at that particular location.

Markie reported that a friend had a great experience at a personal archiving session with librarian Seth Smith.

Committee Reports, Continued

ACTION: Warren moved, Powell seconded entering Closed Session concerning matters of personnel as authorized under 610.021 (3) RSMo. Vote on the motion was taken by roll call: Carner - yes, Cudd - yes, Daly - yes, Fennel - yes, Groshong - yes, Howard - yes, Kimura - yes, Markie - yes, Powell - yes, Brian Warren - yes and Westerfield – yes.

The board resumed business at 7:07 p.m.

Adjournment

Westerfield adjourned the meeting at 7:08 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Board Secretary