

**Daniel Boone Regional Library  
Minutes, Meeting of June 13, 2019**

**Call to Order, Roll Call and Determination of Quorum**

Jean Howard, Vice-President, 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, Howard, Andrea Kimura, Kate Markie, Pat Powell and Brian Warren. August Nielsen and Khaki Westerfield, President, were absent.

Also in attendance were DBRL Executive Director Margaret Conroy and staff members Elinor Barrett, Amanda Burke, Kirk Henley, Melanie Henry, Sara Henry, Sarah Howard, Ronda Mitchell, Nathan Pauley, Angela Scott, Jim Smith, Mitzi St. John and Lauren Williams.

**Public Comment**

There were no members of the public in attendance.

**Minutes**

Howard asked for corrections or changes to the open or closed minutes from May 16, 2019. Powell noted that she took the closed session minutes, rather than Westerfield, as written. Hearing no other corrections, Howard declared the minutes approved as corrected.

**Monthly Reports**

**Director's Report:** Conroy asked the Trustees to check their contact information on the 2019-20 board list. Conroy passed around a thank you card from Idenia Thornton. Conroy noted that the most recent newsletter said that the Community Survey would be appearing in mailboxes soon, but it has been delayed. Conroy is looking forward to getting and analyzing the results. In response to a question from Hays-Martin, St. John said that the surveys would be mailed in the next week.

Conroy announced that DBRL is now circulating telescopes and thanked Henley and Pauley for their work on that project.

Conroy noted new features added to the Director's Report to keep Trustees informed of her current projects and how the topics relate to the organization's strategic goals.

**Financial Report:** Smith reported that total tax revenue remains on track for 2019. In response to a question from Hays-Martin about accounts receivable, Smith explained that another library was charged because an item loaned through ILL was not returned. He added that it is an infrequent occurrence.

Warren entered the meeting.

**Service Report:** Conroy reported that circulation is very strong due to the addition of the Holts Summit Public Library (HSPL), increased use at the Southern Boone County Public Library (SBCPL), and the popularity of the library's electronic materials and feature films collections. Conroy noted that HSPL has been very busy, especially on Saturdays, and would benefit from funding for more personnel. In response to a question from Hays-Martin, Conroy stated that the Library-To-Go lockers are now located in the entry hallway at HSPL, rather than at the City Hall, and at Prenger Foods in Hallsville. Conroy added that the circulation through the lockers at HSPL is now included in the Holts Summit circulation on the service report due to the change in how the lockers are used.

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**Committee Reports**

Nominating Committee: Groshong thanked the 2018-19 officers for their service. She announced that the committee met on May 30 and developed the following slate for the 2019-20 board year:

President - Brian Warren

Vice President - Kate Markie

Secretary - Taylor Cudd

Warrant Officer - Dorothy Carner

Howard called for nominations from the floor and heard none.

ACTION: The slate comes as a motion from the committee and does not need a second. The board approved the slate of officers for 2019-20.

**District Board Reports**

Columbia and Boone County Library District: Powell reported that the CBCLD Nominating Committee met on June 10 and reported their slate of officers at the meeting earlier today. The slate of officers was approved. Markie stated that the CBCLD board approved amendments to the district bylaws and the DBRL contract at today's meeting.

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

The video "Library Advocacy" was shown. Following the video, Conroy said that strategies recommended in the video will be used when talking to taxpayers in Callaway County. Hays-Martin asked about technology that prints on checkout receipts the estimated amount saved by the patron by using their library. Pauley said that the feature should be accessible to DBRL with the next ILS upgrade.

**Old Business**

DBRL Bylaws Review: Conroy reminded the group that the CBCLD Board voted to amend their bylaws earlier. The CCLD Board meets immediately following this meeting. Conroy reiterated her remarks from the previous board meeting, noting that the current practice of splitting into districts to approve the budget or budget amendments runs counter to the philosophy of a regional organization. In response to a question from Hays-Martin, Conroy stated that she does not know the historical reason for the procedure and the library's legal counsel also does not know the reason and said it did not need to remain in place.

ACTION: Kimura moved, Fennel seconded approving the DBRL Bylaws with edits as presented. 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, Powell - yes and Warren - yes. The motion passed.

**New Business**

Communication Blueprint & Trustees' Role in Communication: Conroy stated that the documents are included in the Trustee orientation manual and not used otherwise. Parts are out of date. Conroy is considering using the relevant parts of the documents to make a new orientation piece and asked the Trustees for their feedback.

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Powell stated that the board should be reminded annually of the procedures for dealing with press inquiries. Carner agreed that any message from the board should be uniform and inquiries should be handled by one communications officer. She added that it would be helpful for Trustees to have a set of key talking points about the strategic plan, the latest community survey or other major projects. Powell reminded the group that at one point they had discussed visiting civic organizations in turn to talk about the library.

Conroy summarized the discussion, stating that media training and key messages are two separate topics and are pieces of the communication plan that are important to revisit regularly. She noted that the United for Libraries videos are finite and other training exercises can be implemented once the series is finished.

Howard asked if the Trustees approved of Conroy and St. John updating the documents to serve the needs of the current board and the Trustees indicated their approval.

Trustee Website: Conroy noted the low traffic on the Trustee website and asked if there was any utility in administrative staff maintaining the site. Following discussion, it was determined to archive the site.

Administrative Policies: Conroy stated that Policy 2-625 (ADA Policy [For Patrons]) has been reviewed internally and by legal counsel. There are no changes to the law that affect the policy and no other suggested changes. There were no further suggestions from the board members.

In response to a question from Groshong, Conroy said that the only remaining project to do stemming from the ADA Self-Audit is to replace a curb, and that its condition is being monitored.

Conroy said that Policy 2-690 (Petitioning, Other Solicitations and Campaigning) was edited to strengthen and clarify the policy language based on staff experience. In response to a question from Powell, Barrett noted that each library branch has a map denoting where signature gatherers may stand to solicit petition signatures. Conroy added that the signature gatherers have the right to do their work, but if they are obstructive they will be asked to leave. In response to a question from Daly, Barrett said that the signature gatherers cannot be located near traffic lanes for safety reasons. She noted that this issue became more problematic after state procedures changed to allow individuals to be paid to collect petition signatures. Conroy said that more restrictions on these individuals means more staff time spent policing them. In response to a question from Kimura, Conroy said that staff appreciate when petition signature gatherers tell staff that they are on the property, but typically staff do not make contact with the individuals unless there is a complaint. Barrett added that the library requests a copy of the petition they are working on for reference. Markie said that if greater restrictions are considered for the policy in the future, legal counsel should be consulted.

**ACTION:** Hays-Martin moved, Harrison seconded approving Policy 2-690 (Petitioning, Other Solicitations and Campaigning) as presented. The motion passed.

**Other Business**

There was no other business.

**Staff Comments/Announcements**

There were no staff comments or announcements.

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**Board Comments/Announcements**

Harrison noted that a long-time Jeopardy champion was recently defeated by a librarian. Fennel added that the former champion gave credit for his knowledge to libraries and children's books.

Daly talked about her recent trip to Arlington Cemetery and how DNA testing was used recently to identify remains in the Tomb of the Unknown Soldier.

Hays-Martin complimented the CCPL library staff on the previous evening's program about Quora. Thirteen people were in attendance. After the program, she introduced herself as a Trustee and asked people to spread the word about library programs to friends and family. Hays-Martin suggested that other Trustees attend events in their official capacity.

Kimura relayed that a friend who is a part-time DBRL employee found out that Andrea is a Trustee and expressed her gratitude to the board for the employee benefits that are available.

**Adjournment**

Howard adjourned the meeting at 6:57 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary