

**Daniel Boone Regional Library  
Minutes, Meeting of August 15, 2019**

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

Brian Warren, 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, Mary Fennel, Lisa Groshong, Phil Harrison, Tonya Hays-Martin, Andrea Kimura, Kate Markie, August Nielsen, Pat Powell, Warren and Khaki Westerfield. Susan Daly and Jean Howard 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, Abbey Rimel, Angela Scott, Jim Smith, Mitzi St. John and Lauren Williams.

**Public Comment**

There were no members of the public in attendance.

**Minutes**

Warren asked for corrections or changes to the open and closed session minutes of July 11, 2019. Hearing none, he declared the minutes approved as written.

**Monthly Reports**

**Director's Report:** Conroy noted that staff have been working on many facets of the timekeeping project this month, including developing and issuing an RFP for timekeeping software and improving timekeeping procedures. Summer Reading has been keeping staff busy, and the initial Book Bike visits to the Columbia Farmers Market have proved popular.

Conroy reminded the trustees that the MLA Conference takes place in Kansas City this year. Early Bird registration rates are about to end. She asked trustees to please let her or Warren know soon if they'd like to attend.

Westerfield thanked Conroy for identifying the relevant Strategic Goals in her report.

**Financial Report:** Smith reported that he continues to anticipate collecting the budgeted tax revenue amount in 2019.

**Service Report:** Conroy reported that growth in circulation continues due to the addition of Book Rover and the Holts Summit Public Library (HSPL), as well as the popularity of the feature film DVDs. She reported a recent patron complaint about the size of the documentary film collection.

In response to a question from Groshong, Henley stated that the number of physical music recordings has been falling for about five years, which is a trend caused by the general shift to commercially available or library-provided music streaming services. DBRL has two services through which patrons can stream music: Hoopla and Freegal.

**Service Spotlight:** Howard reported on the methods by which DBRL takes materials and programs outside of the library branches into communities and schools. The library reaches people of all ages in parks, laundromats, child care centers, the juvenile justice center, rural schools and community festivals. Staff members also work with groups like Parents as Teachers (PAT) to ensure families know about available library resources. PAT staff give out free book coupons from DBRL when they make home visits, and DBRL staff are planning a special presentation at CPL for the teen parents of PAT in the near future.

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Howard told the board that another service the general public does not see is workshops coordinated by DBRL staff that provide state-mandated training hours to local child care providers.

Howard stated that, due to a grant from the Missouri State Library and the implementation of the Book Rover, the number of groups that participated in Summer Reading was exponentially higher than in 2018.

Howard reported that DBRL staff are currently going through training to learn about early childhood trauma and how it relates to their work with children.

DBRL staff serve on relevant local committees, including the Boone County Early Childhood Coalition, Cradle to Career Alliance, and the Early Childhood Networking Committee. A few staff members have also served on prestigious national children's book award committees.

The trustees expressed their appreciation for Howard's report on the extensive efforts to reach children in the DBRL region.

### **Board Reports**

Callaway County Library District: Hays-Martin reported that the CCLD board met following the July board meeting in Holts Summit. The board discussed a possible levy increase and reviewed a draft budget of how additional tax income could be spent in the county. The board members passed a motion to show their intention of putting an item on the April 2020 ballot to raise the library's property tax levy in Callaway County to 26 cents per \$100 of assessed valuation. The board will meet again on August 27 to set the 2019 Callaway County tax rate.

Columbia and Boone County Library District: Nielsen reported that the CBCLD board met prior to today's regional board meeting and set the 2019 Operating Tax Rate at 30.64 cents per \$100 of assessed valuation.

### **Committee Reports**

Finance Committee: Carner reported that the Finance Committee met on August 6 and reviewed the draft Preliminary CY 2020 Operating Budget in detail. Several edits were proposed during the meeting based on receiving updated information. The committee passed a motion recommending acceptance of the Preliminary CY 2020 Operating Budget with noted changes to the DBRL Board of Trustees.

Smith provided a brief review of the draft Preliminary CY 2020 Operating Budget. He reminded the board that approval of the document does not give staff the authority to expend budgeted funds. The purpose of the preliminary budget is to demonstrate the need for the tax levies set by the library districts, and serves as the working draft for the final budget.

Smith said that total revenue is expected to be greater in 2020, mainly due to increases in assessed valuation and the increase in State Aid budgeted by the State of Missouri. Both library districts must roll back their tax rates this month in order to comply with the Hancock Amendment due to the increased assessed valuation. The State Aid is increasing due to an increase in per capita state funding for libraries. In response to a question from Groshong, Smith stated that at this time there has been no indication that any State Aid will be withheld.

Smith reviewed the Salaries and Fringe Benefits expenditures, noting that a decrease is shown because the 2019 budget included funds for the vacation and sick leave buyout, as well as the

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lump sum payment on the LAGERS unfunded liability, and the 2020 budget does not include similar expenditures. The Salaries and Fringe Benefits section includes a placeholder for a 3% across-the-board raise and an increase in FTEs of 4.2, for a total of 131.2 FTEs. The Health and Dental Insurance line shows an increased due to budgeting a placeholder 10% increase in premiums, as well as greater participation.

Smith stated that the budgeted increase for Materials will allow for maintaining the collections at all facilities and adding new materials such as Code-a-pillars (a STEAM device).

Smith reviewed the General Operating budget noting an expected increase, mainly due to budgeting for election costs related to the April 2020 ballot measure in Callaway County.

Smith said that the Building Operations & Maintenance line is expected to increase, mainly due to seal coating two CPL parking lots, replacing lights in the Children's program room, and budgeting for higher vehicle repair expenditures due to an aging fleet.

Smith reported that the Preliminary CY 2020 Operating Budget shows revenues over expenditures of \$48,652. This revenue, as well as some funds saved in Fund Balance for specific projects, will be applied toward 2020 Capital Outlay expenses. Smith reviewed the Fund Balance savings categories and the projected Fund Balance at the end of CY 2020. Smith noted that the Contingency category is no longer included in the budget as the Unrestricted category in Fund Balance can serve the same purpose.

In response to a question from Kimura, Smith stated that the amount saved for Future Improvements of Buildings Owned by District is informed by a formal study completed by DBRL staff with the help of our contractors. Conroy stated that a new study will be completed within 2-3 years.

**ACTION:** Warren stated that the motion comes from the Finance Committee recommending acceptance of the Preliminary CY 2020 Operating Budget with noted changes and does not require a second. The vote was taken by roll call: Carner - yes, Cudd - yes, Fennel - yes, Groshong - yes, Harrison - yes, Hays-Martin - yes, Kimura - yes, Markie - yes, Nielsen - yes, Powell - yes, Warren - yes and Westerfield - yes. The motion passed.

**New Business**

**Finance Policies:** Smith stated that Policy 2-707 Warrants and Disbursement of Funds was edited for clarity, including moving some text from the policy to the procedures. Furthermore, references to former accounts have been deleted. Within the procedures, one dispersal process was changed.

**ACTION:** Powell moved, Kimura seconded approving Policy 2-707 Warrants and Disbursement of Funds with the suggested edits. There was no further discussion. The motion passed.

Smith noted that Policy 2-709 Payroll Processing was edited for clarity and one statement was moved from the policy to the procedures. Extensive edits were proposed to the procedures in conjunction with the ongoing changes to timekeeping processes. Conroy noted that one change relates to the staff's intent to move to a biweekly pay schedule from a bimonthly schedule, and other changes were suggested in response to staff questions during recent process discussions.

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ACTION: Markie moved, Powell seconded approving Policy 2-709 Payroll Processing with the suggested edits. There was no further discussion. The motion passed.

Smith reviewed Policy 2-715 Cell Phones. He noted that only clarifying changes were suggested. Conroy and Smith stated that, currently, only two staff members and two bookmobiles are assigned library-owned cell phones.

ACTION: Hays-Martin moved, Cudd seconded approving Policy 2-715 Cell Phones with the suggested edits. There was no further discussion. The motion passed.

**Other Business**

Kimura noted that in news articles listing mid-Missouri cooling centers, the only DBRL branch listed is CPL. Conroy confirmed that the three other DBRL branches serve as heating or cooling centers when open, and she will report that to the group that compiles the list.

Kimura inquired about water bottle filling stations for the branches, and Conroy noted that HSPL and CPL each have one. There is also funding for a second station for CPL in the 2020 budget. Conroy plans to ask staff to look into grant funding for the second CPL station, as well as to add stations at the Callaway County and Southern Boone County Public Libraries.

**Staff Comments/Announcements**

There were no comments or announcements from the staff members in attendance.

**Board Comments/Announcements**

There were no comments or announcements from the trustees in attendance.

**Adjournment**

Hearing no further business, Warren adjourned the meeting at 6:55 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary