

**Daniel Boone Regional Library
Minutes, Meeting of September 12, 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, Susan Daly, Mary Fennel, Lisa Groshong, Phil Harrison, Tonya Hays-Martin, Andrea Kimura, Kate Markie, August Nielsen, Pat Powell, Warren and Khaki Westerfield. Taylor Cudd 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, Ronda Mitchell, Nathan Pauley, Abbey Rimel, Brandy Sanchez, 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 minutes of August 15, 2019. Hearing none, he declared the minutes approved as written.

Monthly Reports

Director's Report: Conroy reported that she and the Director of the Missouri River Regional Library (MRRL) met and agreed to change their respective libraries' borrowing parameters for reciprocal borrowers. MRRL and DBRL patrons will no longer be able to check out e-materials from each other's libraries (reciprocal patrons in Centralia are not affected by this change). DBRL has more electronic resources than MRRL, so it is mainly MRRL patrons who will feel a loss. This change was made due to the cost and licensing restrictions of the e-resources. Reciprocal borrowing of physical items is unaffected.

Conroy noted the Summer Reading report in the packet; it was a very successful program this year. The CPL Circulation Department is just catching up with returned materials post-Summer Reading.

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

Service Report: Conroy reported that circulation continues to grow. In response to a question from Daly, Conroy stated that the Holts Summit Library-To-Go circulation is now being included in the Holts Summit Public Library (HSPL) circulation, causing the Library-To-Go circulation to look artificially low. However, circulation at the Hallsville lockers has been consistently higher in 2019 than in 2018.

Service Spotlight: Sanchez presented information about DBRL's adult tech classes and children's STEAM programs. She noted that the most popular class is on the topic of online selling. DBRL collaborates with local organizations such as REDI and MOSourceLink on some classes. To date, over 800 people have taken a tech class this year. One-on-one tech help classes at CPL and the Callaway County Public Library are available for patrons with questions that fall outside of the scope of regular courses. This service will be piloted at the Southern Boone County Public Library and HSPL soon.

Margaret noted that the tech classes bring people to the library who may not otherwise visit.

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Sanchez exited the meeting.

United for Libraries' Short Takes for Trustees

The video "Library Policies" was shown. Conroy stated that the DBRL board does well by reviewing policies regularly. She plans to review the overall scope of DBRL's policies to determine if there are any areas that should be covered by policy that are not.

Board Reports

Callaway County Library District (CCLD): Hays-Martin reported that the CCLD board met on August 27 and set the 2019 property tax rate at 19.57 cents per \$100 of assessed valuation, which is a roll back due to Hancock Amendment requirements. The board also briefly discussed 2020 tax levy planning. Media was present at the meeting.

New Business

Finance Policies: Smith stated that Policy 2-705 Investments and Bank Accounts has not had substantive changes since 2010. Suggested edits were made to reflect how DBRL evaluates fund performance, what types of investments are allowed, and where DBRL invests. References to defunct policies and former investment pools were removed. Daly stated that the improvements are necessary and more can be done to strengthen the policy. She asked that the policy be sent to the Finance Committee for further review; the Trustees agreed with her recommendation.

Smith reviewed Policy 2-750 Real Estate Acquisition which had one edit to the purchasing approval process when funding is not included in the DBRL Operating Budget.

ACTION: Powell moved, Westerfield seconded approving Policy 2-750 Real Estate Acquisition with the suggested edit. There was no further discussion. The motion passed.

Smith reviewed Policy 2-775 Gifts, noting that among significant edits suggested for the procedures, a paragraph on the tax implications of gifts has been moved to the policy section. In response to a question from Daly, Conroy stated that Trustees are informed of any rejected gifts, and the policy mandates that certain types of gifts must be reviewed by the board itself.

Conroy noted that staff are working to streamline the process of receiving gifts to elevate the role of the DBRL Foundation.

ACTION: Daly moved, Nielsen seconded approving Policy 2-775 Gifts with the suggested edits. There was no further discussion. The motion passed.

Other Business

There was no other business.

Staff Comments/Announcements

Williams thanked Groshong for leading a *One Read* book discussion and Westerfield added her appreciation for a job well done.

Board Comments/Announcements

Groshong announced that she is moving outside of the service area and October's board meeting will be her last.

Carner announced that she is part of a team at the MU School of Journalism that was just awarded a \$250,000 Mellon Foundation grant for digital news preservation.

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Warren announced that he is moving outside of the service area and that this will be his last meeting. He noted that Markie will run the October meeting. Conroy presented Warren with a certificate of appreciation and announced that the Nominating Committee will meet to appoint a new board president.

Adjournment

Hearing no further business, Warren adjourned the meeting at 6:43 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Board Secretary