

**Daniel Boone Regional Library  
Minutes, Meeting of October 10, 2019**

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

Kate Markie, Vice-President, called the meeting to order at 6:01 p.m. in the Friends Room of the Callaway County Public Library (CCPL).

Daniel Boone Regional Library (DBRL) Board members in attendance were: Dorothy Carner, Taylor Cudd, Mary Fennel, Lisa Groshong, Tonya Hays-Martin, Andrea Kimura, Markie, Pat Powell and Khaki Westerfield. Susan Daly, Phil Harrison, Jean Howard and August Nielsen were absent.

Also in attendance were DBRL Executive Director Margaret Conroy and staff members Amanda Burke, Melanie Henry, Sara Henry, Nathan Pauley, Abbey Rimel, Angela Scott, Jim Smith and Mitzi St. John.

**Public Comment**

There were no members of the public in attendance.

**Minutes**

Markie asked for corrections or changes to the minutes of September 12, 2019. Hearing none, she declared the minutes approved as written.

**Monthly Reports**

Director's Report: Conroy reported that the 2019 *One Read* title and programs seem to have struck a chord with the community. It has been a great success, with record-high circulation and excellent program attendance. Library staff are in discussions with another community organization about participating in a similar program centered on film.

Financial Report: Smith stated DBRL is on pace to collect the budgeted tax revenue amount in 2019, and the CCLD has already met its budget.

Service Report: Conroy stated that the libraries have been very busy, in spite of declining in-person visits. E-material circulation continues to rise. This is what most other libraries are experiencing nationwide. If internet computer sessions continue to fall, the public computing space at CPL may be reconfigured to serve another purpose.

Service Spotlight: St. John discussed the library's work to promote the 60th anniversary of the regional library system. A staff committee, comprised of St. John and Jen Truesdale of the PR Department and Tim Dollens and Seth Smith of Public Services, planned upcoming programs, displays, publications and social media posts to celebrate the occasion. Archival photographs are currently on display in the first floor hallway of the Columbia Public Library and have been featured on the cover of each of this year's program guides. The newest program guide also has a full page dedicated to the library anniversary. The PR Department created bookmarks with facts about DBRL's history, which are being handed out to patrons. The newsletter hitting mailboxes this week includes a timeline of DBRL milestones. A recent visiting performer celebrated the long history of puppet shows at the library. Upcoming events related to the anniversary celebrations include receptions at both CCPL and the Southern Boone County Public Library, and the talk "60 Years of Change at DBRL," presented by Dollens.

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

The video "Strategic Planning" was shown. Conroy reviewed the current methods by which the board is updated on the staff's work toward meeting the annual objectives and tactics of the Strategic Plan. The trustees stated that they are happy with the current methods. Conroy

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reported that the Long-Range Planning Committee is scheduled to meet at the end of the month to discuss the next Strategic Planning cycle and the 2020 Objectives and Tactics.

**Committee Reports**

**Nominating Committee:** Cudd reported that the committee met on September 25 and approved a motion nominating Jean Howard to the office of President for the remainder of the 2019-20 board year.

**ACTION:** The nomination comes as a motion from the committee and does not need a second. The motion passed.

**Old Business**

**2019 Objectives and Tactics - 3rd Quarter Report:** Conroy reported that staff will soon have results from both the internal “No Log” project and the community survey conducted by ETC Institute. The community survey results will be reviewed in detail at the November board meeting. Conroy reported that initial results show a slight tolerance for a tax levy increase in Callaway County and high satisfaction with library staff. The findings from both projects will help inform the next Strategic Planning cycle.

Carner complimented the staff on their work and noted that she likes the format of the quarterly reports. Westerfield complimented the staff on their focus and determination to achieve results.

**New Business**

**Finance Policies:** Smith stated that the definition of property in Policy 2-711 Disposal of Property was moved from the procedures section and further edits were made to the procedures to clarify the library’s practices. In response to a question from Kimura, Smith stated that online reference materials are used to help value property, but typically items are used until they have no value. Conroy noted that staff attempt to recycle or resell as many used items as possible.

**ACTION:** Powell moved, Westerfield seconded approving Policy 2-711 Disposal of Property with the suggested edits. There was no further discussion. The motion passed.

Smith reviewed Policy 2-730 Board of Trustees Membership, Travel and Conference Expenses, noting that much of the text in the policy section that provided instruction on travel reimbursement was moved to the procedures.

**ACTION:** Westerfield moved, Hays-Martin seconded approving Policy 2-730 Board of Trustees Membership, Travel and Conference Expenses with the suggested edits. There was no further discussion. The motion passed.

Conroy reviewed Policy 2-950 Library Closing for Severe Weather and Unusual Circumstances stating that the policy edits clarified typical reasons for planned closings. The procedures were also edited for clarification. In response to a question from Kimura, Conroy stated that the policy is applied in the same manner despite what type of event forces an unplanned closure, and without regard to the libraries’ role as a heating and cooling center.

**ACTION:** Hays-Martin moved, Fennel seconded approving Policy 2-950 Library Closing for Severe Weather and Unusual Circumstances with the suggested edits. There was no further discussion. The motion passed.

**Other Business**

There was no other business.

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**Staff Comments/Announcements**

Conroy distributed wallet-sized booklets from the ALA entitled “Quotable Facts about America’s Libraries,” which she picked up at the MLA conference.

**Board Comments/Announcements**

Markie and Powell related stories of unprompted compliments about DBRL they recently heard from community members.

Groshong recommended Susan Orlean’s *The Library Book*, and Conroy noted that she was recently invited to a local book club’s meeting to speak about how DBRL relates to the content of *The Library Book*.

**Adjournment**

Hearing no further business, Markie adjourned the meeting at 6:56 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary