

**Daniel Boone Regional Library  
Minutes, Meeting of January 16, 2020**

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

Jean Howard, 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: Mary Fennel, Phil Harrison, Tonya Hays-Martin, Howard, Kate Markie, August Nielsen, Taylor Pendleton, Pat Powell and Debra Winter. Dorothy Carner, Susan Daly, Andrea Kimura and Khaki Westerfield were absent.

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

Conroy introduced McConnell, DBRL's new Circulation Manager. McConnell started in late November. Henley introduced Dyer, new Youth Selection Manager. Dyer moved from her Library Associate role to the selection position in October after receiving her MLS.

Conroy reported that Associate Director Elinor Barrett is doing well following surgery and plans to be back to work on February 3.

**Public Comment**

There were no members of the public in attendance.

**Minutes**

Howard asked for corrections or changes to the minutes of November 14, 2019. Hearing none, she declared the minutes approved as written.

**Monthly Reports**

**Director's Report:** Conroy reported that she returned to work on December 23.

Conroy noted that librarians Seth Smith, Sherry McBride-Brown, Lauren Williams and Angela Scott are working on the news literacy project on a committee that includes Verna Laboy and Jenea Danuser.

Conroy reminded the Trustees that MLA's Legislative Advocacy Day is on March 11. The day of the week was incorrect in the written Director's Report; March 11 is a Wednesday. Conroy encouraged the Trustees to sign up to meet with their legislators about issues important to libraries.

Winter entered the meeting.

Conroy asked the Trustees to submit a 2019 mileage form soon if they wish to claim reimbursement.

**Financial Report:** Smith explained that the December 2019 report is a preliminary report as some 2019 expenditures have yet to be received. Total Operating Expenditures are predicted to still be under budget in the Final December 2019 report. Smith noted that the revenue collected is greater than the budgeted amount.

**Service Report:** Conroy pointed out the charts showing the change in composition of circulation over the last decade. Conroy and Howard noted that the information is helpful for talking about how revenue is allocated.

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**District Board Report**

Callaway County Library District: Hays-Martin reported that the CCLD Board of Trustees met on January 7 and approved a resolution calling an election on the question to increase the operating tax levy for the Callaway County Library District from \$0.20 per hundred dollars of assessed valuation to \$0.26 per hundred dollars of assessed valuation. The resolution was filed with and accepted by the County Clerk later that week. She stated that the CCLD board also discussed raising community support and awareness.

Conroy distributed a working document with facts about the CCLD tax history and the need for the proposed tax levy. She stated that a graphic fact sheet is being created for the public. ABC17 recently published a piece about the levy that included partial information, so the library needs to act quickly to ensure that complete information is issued to the public. Staff will also receive a fact sheet about the levy and information about the limits to which they can discuss the levy question. Conroy intends to obtain guidance from the Missouri Ethics Commission on the limits for Trustees.

Conroy stated that she will be attending a meeting of the Callaway Retired School Personnel to discuss the levy. Fennel noted that the Friends of the Callaway County Public Library are meeting at the end of January and Conroy said she may attend that meeting as well. Powell suggested that the Callaway County trustees attend Legislative Advocacy Day and ask their legislators for support on the question. Conroy said that she will find out what interaction with legislators is allowable.

**Old Business**

2019 Objectives and Tactics 4<sup>th</sup> Quarter Report: Conroy stated that she believes the report shows staff have kept the promise of the Strategic Plan in 2019. She added that staff are working on analyzing the results of the internal process study called “No Logs” and are working quickly to address patrons’ concerns and some internal weaknesses. The first improvement has been to work on debit/credit card payment capability at the branches and CPL coffee kiosk. The option has been added at the CPL passport office and is working smoothly.

**New Business**

Staff Day 2020 Closure: Conroy reminded the Trustees that historically, the board has annually approved the library closing for a day of staff education, team-building and training. Staff Day usually occurs in early Spring. However, for ease of planning and to eliminate the need for annual approval, staff are suggesting a standard annual closure on Columbus Day that can be added to library policy. The staff would attend training on Columbus Day and be awarded holiday hours to be used per the usual procedures. Markie inquired whether the schools are out for Columbus Day and other Trustees said that they are in session. There was general agreement from the Trustees and Conroy said that she would bring the proposed policy edits to the February board meeting.

Finance Policies: Conroy distributed a revised version of the proposed edits. Smith explained that the new proposed edits are to better organize the information in the policy and procedures and do not include any material changes from the version distributed in the packet.

Smith stated that the current policy describes every potential investing possibility whereas the proposed changes cover only what methods are actually in use. Conroy noted that Daly has provided input on the proposed revision. In response to a question from Nielsen, Smith stated

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that the standard of care language was eliminated because it would apply only if DBRL managed its own investments, which it does not; Boone County has its own standard of care to adhere to in its investment policy.

**ACTION:** Powell moved, Markie seconded approving Policy 1-705 Investment and Bank Accounts with the suggested edits. There was no further discussion. The motion passed.

**Other Business**

Conroy distributed a laminated summary of 2019 statistics to each Trustee. She noted the new services added this year are listed at the bottom of the card.

Conroy reviewed Missouri House Bill 2044, filed by a legislator from Neosho, which proposes a public review board oversee and have final authority on children's materials. Such a bill would bypass the authority of library professionals and the board of trustees. The bill does not align with how libraries are run in Missouri. If the bill is assigned to committee and gets a hearing, there will be a call to action, but it is possible it will go no further. Conroy is on the Missouri Library Association's legislative committee and will keep abreast of any developments and recommendations. The bottom line from the point of view of library professionals is that parents/guardians are responsible for what materials or programs their children read, view or attend.

Lastly, Conroy stated that she is encouraging less plastic bottle use throughout the library, so glasses are now provided for trustee use at board meetings.

**Staff Comments/Announcements**

Williams announced that the 2020 Journey Toward Inclusive Excellence began today. Participants can pick up their Journey passport at CPL again this year. DBRL is participating by co-hosting programs on religion, mental wellness and disability.

Conroy said that Williams did a great job representing DBRL while reciting the Inclusivity Statement with other Journey planning committee members at the Columbia Celebrates Diversity breakfast this morning.

**Board Comments/Announcements**

Powell and Hays-Martin related compliments about library services from acquaintances.

Howard stated that she heard about a library that gives a library card to every newborn in the library district and she thought that was a good idea.

**Adjournment**

Hearing no further business, Howard adjourned the meeting at 6:39 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary