

**Daniel Boone Regional Library
Minutes, Meeting of February 13, 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). Howard welcomed new Columbia and Boone County Library District Trustee Bradd Anderson.

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

Also in attendance were DBRL Executive Director Margaret Conroy and staff members Elinor Barrett, Amanda Burke, Melanie Henry, Kirk Henley, Sara Henry, Sarah Howard, Amanda McConnell, 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

Jean Howard asked for corrections or changes to the minutes of January 16, 2020. Hearing none, she declared the minutes approved as written.

Monthly Reports

Director's Report: Conroy distributed the updated list of Trustee contact information.

Conroy reminded the Trustees that MLA's Legislative Advocacy Day is coming up. The March 11 date is later in the year than usual but should be better timing to give feedback on appropriation bills. Conroy asked the Trustees to let her know if they wish to participate so she can register them and coordinate transportation. Conroy has been asked to join a group of library directors that will be speaking with Representative Ben Baker that day. Local and national media is still covering the proposed HB2044, though the bill is yet to be referred to committee.

Conroy updated the group on her visits to Callaway County civic/community groups to distribute information about the April tax levy. The first public forum will be next Wednesday at the Callaway County Public Library and staff plan to livestream the event on Facebook. A volunteer group, Citizens for Callaway Libraries, has been formed and is able to take donations, campaign for the tax levy and purchase and distribute campaign materials such as yard signs. Conroy has learned that, as Trustees are volunteers, they are able to encourage people to vote for the tax levy. Conroy made levy information handouts available to the Trustees for their own use or distribution.

Conroy announced that the library is purchasing software from OrangeBoy that will help interpret patron usage to focus messaging and spending.

Conroy noted that staff are nearly done developing the form for the DBRL website that can be used by the public to suggest a topic for an upcoming board agenda.

Financial Report: Smith explained that the January 2020 report is a preliminary report as some information is yet to be received from Boone County. Smith noted that the library tax revenue collected is as expected for this point in the calendar.

**Daniel Boone Regional Library
Minutes, Meeting of February 13, 2020**

Service Report: Conroy noted that the decreasing visits and circulation at CCPL may be due in part to patrons using the Holts Summit Public Library (HSPL) instead. In response to a question from Daly, Conroy stated that circulation through the Hallsville locker system is excellent. In response to a question from Howard, Conroy stated that after nearly one year of operation, circulation and program attendance at HSPL have exceeded expectations.

Conroy circulated a greeting card for Taylor Pendleton.

Service Spotlight: Music and Movement Project

Sarah Howard introduced new, IMLS grant-funded Music and Movement videos with performances by DBRL staff members. The videos are an extension of the Music and Movement booklets that assist parents and other caretakers in teaching reading and vocabulary through songs and actions. The Trustees viewed two videos that have been uploaded to the DBRL YouTube channel. Howard also reviewed other activities and resources that were funded with the grant.

In response to a question from Kimura, Howard stated that the cost of Closed Captioning is prohibitive, but the lyrics to the songs are provided below the videos. Pauley noted that auto-captioning can be turned on but those captions are computer-generated and may not be completely accurate.

District Board Report

Columbia and Boone County Library District: Daly reported that the CBCLD Board of Trustees met prior to the regional board meeting and discussed a property swap proposed by an Ashland developer. The board determined that they are not interested in the proposal at this time.

Old Business

Policy 1-326 Paid Holidays (Closed and Open): Henry noted that some information was moved between the policy and the procedures. The key change is that, as discussed at the January board meeting, Columbus Day is designated as Staff Day from this point forward.

ACTION: Powell moved, Westerfield seconded approving Policy 1-326 Holidays. There was no further discussion. The motion passed.

New Business

Draft Policy 2-623 Holidays: Henry stated that the proposed policy is intended for a patron audience and allows library visitors to easily determine what holidays the library is open or closed without having to read through benefits information.

ACTION: Daly moved, Kimura seconded approving Policy 2-623 Holidays. There was no further discussion. The motion passed.

Other Business

There was no further business.

Staff Comments/Announcements

Henry extended her thanks to the Trustees for adding LAGERS retirement benefits for employees. Staff who are retirement-eligible in April 2020 attended a meeting earlier that day and were excited to learn more about the great benefits.

**Daniel Boone Regional Library
Minutes, Meeting of February 13, 2020**

Board Comments/Announcements

Fennel announced that her brother, Dick Bremer, has written a book that will be published in March 2020.

Adjournment

Hearing no further business, Howard adjourned the meeting at 6:26 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Board Secretary