Daniel Boone Regional Library  
Minutes, Meeting of January 15, 2015  

**Call to Order, Roll Call and Determination of Quorum**  
Tonya Hays-Martin, President, called the meeting to order at 6:00 p.m. in the Virginia G. Young Room of the Columbia Public Library (CPL).

Board members present were: Julie Baka; Dorothy Carner; Angie Crumbiliss; Susan Daly, Warrant Officer; John French; Lisa Groshong; Philip Harrison, Vice-President/Secretary; Hays-Martin, President; Terry K. Higgins; Lynn Hostetler; Jim Jones; Michael Luebbert; Darell Schmick; Gena Scott; Khaki Westerfield and Bill Young. Mary Fennel, Jean Howard and Pat Powell were absent.

Also in attendance were DBRL Director Melissa Carr and staff members Amanda Burke, Patrick Finney, Svetlana Grobman, Melanie Henry, Patricia Miller, Ronda Mitchell, Greg Reeves, Jim Smith and Mitzi St. John.

**Public Comment**  
There were no members of the public in attendance.

**Approval of Minutes**  
Hays-Martin asked for corrections or changes to the minutes from November 13, 2014. Hearing none, she declared the minutes approved as written.

**Director’s Comments**  
Carr thanked Baka, Carner, Daly, French, Harrison and Schmick for attending the annual Columbia Values Diversity celebration.

Carr noted that Chris Tatham of the ETC Institute will attend the February board meeting to present the results of the 2014 Community Survey. Carr shared some preliminary results with the board:

- 93% of residents surveyed were satisfied or very satisfied with the overall quality of public library services, which is an increase from 90% in 2011.
- 95% of residents surveyed were satisfied or very satisfied with the service provided by DBRL staff, which is an increase from 94% in 2011.
- 33% of residents surveyed stated that they get most of their information about DBRL from “About Your Library,” which is an increase from 25% in 2011.

Carr reminded Trustees of the opportunity to visit with the region’s legislators at MLA Legislative Advocacy Day on February 10. Orientation begins at 10 a.m. and lunch is provided. Following lunch, our representatives will speak to state senators and representatives on topics including funds for the REAL project and State Aid for libraries. Carr asked the Trustees to RSVP for this event as soon as possible.

Grobman demonstrated the new learning resource LyndaLibrary.com, a dynamic repository of business and technology training videos. DBRL’s subscription allows 75 concurrent users and the resource is continuously available to anyone with an Internet connection. Carr noted that usage will be restricted to patrons within the DBRL region. In response to a question from Hays-Martin, Grobman stated that the resource can be used for group training. Carr stated that the first training session for patrons will take place on February 5.

Grobman exited the meeting.

**Monthly Reports**  
Hays-Martin asked for comments or questions regarding the Financial, Service and Director’s
Reports, which were included in the Trustees’ packets. Smith reported that the line item budget Professional Fees will be under budget for 2014 as a project is being moved to 2015 due to the necessary hardware being backordered. He noted that a budget amendment may be necessary. In response to a question from Hays-Martin, Smith stated that an employer runs the risk of not recouping money spent by an employee using a cafeteria health plan if a claim is made and then the employee leaves employment prior to the end of the year.

In response to a question from Hays-Martin, Carr stated that staff will be monitoring the decrease in circulation at the Holts Summit lockers. However, she noted that the total reported in December 2013 was above-average due to it being the first full month of the lockers’ existence, causing December 2014 to look relatively low. More importantly, technical issues throughout 2014 have discouraged users, and the library is planning to implement new equipment and additional marketing to encourage users to return and continue using the Library-To-Go.

Committee Reports
Risk Management Committee: Scott reported that the Risk Management Committee met on December 9 and approved a motion recommending the DBRL board approve changes to Policy 2-716 (Retirement Investment). Smith added that the Risk Management Committee approved eliminating PIMCO Total Return from the investment selections due to management changes and the fund being out of compliance with Policy 2-716, which states that no more than 10% of a portfolio be composed of securities rated BBB or lower. The committee voted to add the Vanguard Intermediate-Term Bond Index to the investment selections in lieu of the PIMCO fund. Smith also noted that the committee discussed the Templeton Global Bond fund, which has also fallen out of compliance with Policy 2-716 due to the fund changing their portfolio so that almost 20% of the included bonds are rated lower than BBB. The committee received information from DBRL Retirement Investment Advisor (RIA) Alexander LaBrunerie and agreed to retain the Templeton Global Bond in the DBRL retirement investments portfolio pending further assessment because the performance of the fund has been good. The committee requested that the RIA inform all staff members invested in the Templeton Global Bond Fund that this fund is not in compliance with the DBRL policy. The committee then approved recommending to the DBRL Board edits to Policy 2-716 that would limit the time a bond fund can be out of compliance with the policy to twelve months. The edits would allow the Trustees to retain a bond fund that is performing well in the investment options for a twelve month monitoring period in case changes are made to the portfolio that return it to compliance with the DBRL policy within that timeframe.

In response to a question from Daly, Smith stated that 19 employees representing a total balance of $120,475 are invested in the Templeton fund. In response to a question from Daly, Smith stated that as well as speaking with DBRL’s RIA at Risk Management Committee meetings, staff meet with him quarterly; therefore, if the RIA or staff believe that a noncompliant fund being monitored should be removed before the end of twelve months, a Risk Management Committee can be convened at that time to do so.

Daly stated that the bond class is meant to be a safe investment and the policy was set with this in mind. Daly said the policy should not be changed to keep a particular fund; when a fund is not in compliance with the policy, it should be removed as soon as possible.

ACTION: The motion came from the Risk Management Committee recommending the DBRL Board of Trustees approve amending DBRL Policy 2-716 to add in Section V (Selection of Investment Funds) the wording “for more than twelve consecutive months before being eliminated from the investment choices” after
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the two occurrences of the phrase “securities rated lower than investment grade (BBB) may not make up more than ten percent (10%) of the total portfolio.” The motion failed by a vote of 7-8 with 1 abstention.

ACTION: Daly moved, Higgins seconded eliminating Templeton Global Bond fund from the DBRL retirement investment portfolio.

Carr noted that if the motion passed, the RIA would bring the committee suggestions for a fund to add in lieu of the Templeton fund.

ACTION: The motion passed by a vote of 13-1 with 2 abstentions.

Lastly, Smith stated that the Vanguard Short-Term Bond Fund was selected by the committee in August for inclusion in the DBRL investment options, but due to changes in the fund’s portfolio, it is now considered a competing fund with the MetLife fund already in DBRL’s portfolio. The library’s RIA is investigating options to see if the fund must be removed and, if it does, what alternative funds can be added to DBRL’s retirement investment portfolio. No employees were enrolled in the Vanguard fund.

Old Business

Implementation Strategies: Carr stated that she is proud of what DBRL staff accomplished in 2014, especially as many projects overlapped with the period of recarpeting and renovations at CPL.

Carr noted that staff recently received two grants from MOSL: a $14,971 grant for the 2015 Summer Reading program and a $12,830 “Racing to Read” grant to provide library programming for large groups of children enrolled in local summer programs.

St. John distributed copies of the “accessibility” brochure that was completed in 2014.

Hays-Martin noted her approval of the decreased threshold for sending patron information to the library materials collection agency. Daly complimented the staff on their work.

2014 Operating Budget Amendments: Smith noted that a format change is requested by the auditors for each of the budget amendments passed in 2014 so a more comprehensive presentation is made.

As provided for in the agenda, the board recessed to individual library district meetings at 7:24 p.m. The board reconvened at 7:28 p.m.

District Board Reports

Boone County Library District: Carner reported that the BCLD Board approved the new formats for both the February 13, 2014 and the November 13, 2014 budget amendments.

Callaway County Library District: Luebbert reported that the CCLD Board approved the new formats for both the February 13, 2014 and the November 13, 2014 budget amendments.

Columbia Library District: Baka reported that the CLD Board approved the new formats for both the February 13, 2014 and the November 13, 2014 budget amendments. She also noted that the CLD Board met at 5:30 p.m. to hear the final Bond Refunding Report, and was thrilled to report that the refunding has reduced the district’s future debt service requirements by $277,190, including a $45,000 reduction in General Obligation Bond principal. The CLD Board has reduced principal and interest payments by over $2,000,000 since the initial issuance that financed the Columbia Public Library building project. In order to correctly record the effects of
the bond refunding, budget amendments were passed for both the 2014 and 2015 Debt Service Budgets.

New Business
Human Resources Policies: Henry presented DBRL Policies 1-290 (Complaint of Employment Discrimination) and 1-291 (Sexual Harassment) with edits for clarification and to match the wording used in other DBRL policies. Both policies were sent to DBRL legal counsel to review prior to the board meeting. The board discussed revisions and rewordings for each policy.

ACTION: Baka moved, Schmick seconded accepting 1-290 (Complaint of Employment Discrimination) and 1-291 (Sexual Harassment) with the suggested revisions.

In light of the number of changes suggested at this meeting, Baka and Schmick withdrew their motion and second and staff agreed to bring revised policies incorporating the newly-suggested edits to the February meeting for approval.

Miscellaneous
There was no miscellaneous business.

Public Comment
There were no members of the public in attendance.

Staff Comments/Announcements
Carr distributed new, laminated “easy reference” cards with Key Messages and 2014 cumulative statistics.

Carr reported that the Friends of the Columbia Public Library have announced a gift to CPL of $80,000 following another year of committed effort and highly successful book sales.

Board Comments/Announcements
Luebbert displayed a recent copy of the Fulton Sun that included a front-page photo and story on schoolchildren visiting CCPL.

Hays-Martin noted that the ALA United for Libraries website now has ten-minute videos that describe what it means to be a Trustee, ethical and parliamentary standards for library boards, board self-evaluation and more.

Hays-Martin stated that the Trustee Activity for January is to contact one civic organization and let them know the library has volunteers available who can make presentations about library services, and suggest presenting in April as part of National Library Week.

Adjournment
Hays-Martin adjourned the meeting at 7:49 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary