Call to Order, Roll Call and Determination of Quorum
Tonya Hays-Martin 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 Crumbliss; Susan Daly, Warrant Officer; Mary Fennel; Philip Harrison, Vice-President/Secretary; Hays-Martin, President; Jean Howard; Jim Jones; Michael Luebbert; Kate Markie; Gena Scott; Khaki Westerfield and Bill Young. John French, Lisa Groshong, Terry K. Higgins, Lynn Hostetler and Pat Powell were absent.

Also in attendance were Chris Tatham of ETC Institute; Heidi Chick and Amanda Schultz of Williams-Keepers LLC; PuLL Fellows Haley Anthes, Jill Frasher and Taira Meadowcroft; DBRL Director Melissa Carr and staff members Elinor Barrett, Amanda Burke, Patrick Finney, Melanie Henry, Patricia Miller, Ronda Mitchell, Greg Reeves, Angela Scott, Jim Smith and Mitzi St. John.

Public Comment
There was no comment from the members of the public in attendance.

Approval of Minutes
Hays-Martin asked for corrections or changes to the minutes from March 12, 2015. Hearing none, she declared the minutes approved as written.

Committee Reports
Long Range Planning Committee: Chris Tatham of ETC Institute shared information from the 2014 Community Survey arranged by zip code in order to understand how results differed among DBRL communities. He also noted that there is only one category on the survey that the library could see significant change in with focused investment: the eBook collection. Tatham reiterated his statements that DBRL is leading the field in satisfaction with library services, customer service and value for tax dollars.

Chick and Schultz entered the meeting.

Tatham noted that the only category to experience a decline in satisfaction is the accommodation of people with special needs, although the satisfaction level is still high.

In response to a question from Daly, St. John stated that the survey results will be publicized in the next issue of About Your Library, which is mailed to every resident of the region and will arrive in mailboxes next week.

Tatham exited the meeting.

Finance Committee: Daly stated that the committee met on April 14 and Chick presented the audit results. The Committee moved to recommend the DBRL Board of Trustees accept the 2014 audit reports.

A report prepared by Chick, summarizing the Financial Statements, Auditors’ Communications Letter and Management Letter, was distributed. Chick noted that the auditing team issued an “unmodified” or “clean” opinion on the DBRL financial statements. She stated that the audit team received full cooperation from staff and the process went smoothly. The auditors made no adjustments to financial statements. The Management Letter states that there are no concerns to report.
Chick said that she appreciated the opportunity to work with DBRL staff on the audit.

Smith thanked Diana Buckner, DBRL Department Managers and DBRL administrative staff for their assistance with the audit.

**ACTION:** The motion came from the Finance Committee to accept the 2014 audit reports.

The motion passed unanimously.

Chick and Schultz exited the meeting.

Daly reported that the Finance Committee also reviewed the Cost Allocation report at the recent meeting, and she summarized the net position changes in 2014. She stated that DBRL staff have been very creative in thinking of cost-reducing measures to improve the CCLD’s position while still providing great service to the district.

**Risk Management Committee:** Scott stated that the committee met on April 8 and voted to add the Janus Flexible Bond and the Pioneer Bond to the DBRL retirement investment portfolio. The Committee also approved issuing the RFP for DBRL 401(k) Retirement Plan Provider services to nine firms and discussed a schedule for interviewing the firms that submit the best proposals. The Committee plans to announce a final selection at the July Board Meeting.

**Director’s Comments**

Carr thanked the Trustees for their service to the library and wished them a happy National Volunteer Week. Carr thanked Baka for contributing to the CPL Friends’ brunch on Tuesday and conveying the Board’s appreciation for their hard work.

Carr distributed printouts of the 2014 Annual Report, which will be included in the issue of About Your Library that will be mailed next week.

Henry announced that a patron survey on ADA accommodations will be available from April 20 to May 8, both online and in hard-copy format at all facilities. Henry stated that separate surveys will be conducted to gather input from DBRL staff and community organizations that work with people with disabilities. Carr added that Henry met with Jim de Jong, Director of the Great Plains ADA Center, to review the patron survey prior to its publication.

Carr stated that staff have received multiple patron comments criticizing the height of the New Books shelving installed earlier this year. In order to meet patrons’ needs, staff are making two changes: 6 ½" casters are being added to each shelving unit for added height, and the shelves are being tilted so that books’ spines will face slightly upward for easier browsing.

Carr reported that Finney has been researching locations for new bookmobile stops in the BCLD. She and Finney recently visited the Rocheport City Council to discuss the possibility of starting a bookmobile stop in their community. At the May Board Meeting, Finney will present a more detailed report on upcoming changes to bookmobile services.

Carr was pleased to report that the Governor released State Aid that had been withheld in 2014. DBRL received approximately $101,000. However, the legislature is working on the 2016 budget, and library funding could again be affected: the Senate version does not include all of the REAL funding for libraries, and both the House and Senate versions include just over $700,000 in State Aid rather than the $3.5 million needed to assist all libraries. DBRL Trustees and staff have been calling state senators and representatives to voice their opinion that the funds should be included.
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Monthly Reports
Hays-Martin asked for and heard no questions regarding the Financial, Service and Director’s Reports, which were included in the Trustees’ packets. Hays-Martin congratulated Miller, Mitchell and St. John on their employment milestones, listed in the Director’s Report.

Old Business
2015 Implementation Strategies: In response to a question from Crumbliss, Carr said that improvement of the eBook collection (whether quantity or quality) is handled by the Collection Management team in accordance with the Collection Development Plan and additional copies are added using the same guidelines as used for print materials. Carr added that it was only last year that all publishers released their eBooks for purchase by libraries, so we were previously limited in how much we could invest in the format. The materials budget for eBooks increased for 2015 so that materials from all publishers could be added. Staff can see the growing demand for eBooks in our monthly circulation statistics and in the results of the 2014 Community Survey.

New Business
Human Resources Policies: Henry presented Policies 1-324 (Funeral Leave) and 1-327 (Citizenship Leave) with no edits and 1-328 (Bonus Hours) with edits for clarity.

In response to a question from Jones, Henry stated that Bonus Hours are added to an employee’s Vacation Hours and then can be used, rolled over or paid out in the same ways as any other Vacation Hours. Once they are added to Vacation Hours, they are no longer differentiated as Bonus Hours.

Westerfield exited the meeting.

ACTION: Daly moved, Jones seconded accepting Policies 1-324 (Funeral Leave), 1-327 (Citizenship Leave) and 1-328 (Bonus Hours) as presented. The motion passed.

Miscellaneous
There was no miscellaneous business.

Public Comment
There was no comment from the members of the public in attendance.

Staff Comments/Announcements
Carr stated that she, Barrett and Mitchell attended the Southern Boone County Chamber of Commerce’s Chamber Days event this morning and received an award on behalf of the library for 55 years of service in the community. Carr also noted that the new YMCA in Ashland shares the parking lot with SBCPL.

Committee Reports, Continued
Evaluation Committee: Carner stated that the committee met on January 28 and opted to conduct staff and Trustee surveys electronically. All staff members received the same survey questions this year. The committee met again on March 18 to review the survey results. Carner thanked the committee members for their service.

By request from Carner, Smith reviewed how the January 2015 salary increases were calculated for DBRL staff members, and proposed two different ways of averaging the increases.

ACTION: Fennel moved, Young seconded entering Closed Session concerning matters of personnel as authorized under 610.021(3) RSMo. Vote on the motion was taken.
by roll call: Baka – yes; Carner – yes; Crumbliss – yes; Daly – yes; Fennel – yes; Harrison – yes; Hays-Martin – yes; Howard – yes; Jones – yes; Luebbert – yes; Markie – yes; Scott – yes and Young – yes. The motion passed.

The Board entered Closed Session at 7:22 p.m. The Board resumed Open Session at 7:40 p.m.

**Board Comments/Announcements**
Fennel reminded the Trustees that the Friends of the CCPL are having a booksale this weekend.
Crumbliss reported that she received no feedback from Trustees asking to review specific areas of the Contract or Bylaws. If no suggestions are received soon, a motion will be made at the May DBRL Board Meeting to waive the bylaws requirement that each committee meet at least once per year and, if that motion passes, the Contract and Bylaws Committee will not meet.
Hays-Martin stated that the Trustee Activity for April is to share a fun fact about the library with one person.

**Adjournment**
Hays-Martin adjourned the meeting at 7:45 p.m.

Minutes recorded by Amanda Burke, DBRL staff and Phil Harrison.

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Board Secretary