Daniel Boone Regional Library  
Minutes, Meeting of August 13, 2015

Call to Order, Roll Call and Determination of Quorum
Phil Harrison called the meeting to order at 6:00 p.m. in the lobby of the Columbia Public Library (CPL).

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

Also in attendance were Roger McKinney of the Columbia Daily Tribune, DBRL Director Melissa Carr and staff members Elinor Barrett, Amanda Burke, Patrick Finney, Ronda Mitchell, Greg Reeves, Jim Smith and Mitzi St. John.

Harrison welcomed Jacobs to the DBRL Board of Trustees. Harrison also thanked Carr and the DBRL staff for handling the challenging situation that arose over the past week.

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

Approval of Minutes
Harrison asked for corrections or changes to the open session and closed session minutes from July 16, 2015. Hearing none, he declared the minutes approved as written.

Monthly Reports
Director’s Report and Comments: Carr reported that CPL closed to the public at 2:30 p.m. on Wednesday, August 12, and remained closed today due to the number of fleas in the building. Carr praised the staff for their response to the situation. A representative of Orkin came in to treat the building on Wednesday afternoon and Thursday morning. The library will be assessed again Friday morning to determine if it can be reopened to the public. Staff want to ensure that patrons are comfortable in the library. Carr noted that the source of the fleas remains unknown. In response to a question from Daly, Carr stated that fleas were found on all floors of the library.

Carr reported that school has started in Southern Boone County and the school administration has created a supervised study hall for students on Wednesday afternoons. This action should help alleviate the overcrowding at the Southern Boone County Public Library (SBCPL), which was discussed at the previous DBRL Board meeting.

Carr noted that the potential Columbia/Boone County Library District merger is just two years away. She pointed out the procedural information in the Director’s Report. The Contract and Bylaws Committee will be asked to draft edits to those documents to reflect the change from three districts to two: the Columbia/Boone County Library District and the Callaway County Library District. In response to a question from Baka about how to reduce the size of the Board, Carr stated that she will discuss the issue with the Commissioners and Mayor. If successful, the merger would take effect on January 1, 2018. In response to a question from Daly, Carr stated that, once merged, the patrons would not be affected by the 1965 Columbia city limits. The new district would include all of Boone County except the Centralia Library District. In response to a question from Crumbliss, Carr stated that the county population is currently below the threshold set by Missouri State Statute for creating a city/county district.

Service Report: Harrison asked for and received no questions about the Service Report. Carr noted that Library-To-Go circulation is expected to rise once the new locker system and signage is installed.

Committee Reports
Ad Hoc Ethics Policy Committee: Young stated that the committee met on July 27 and drafted a revised Policy 2-616 (Ethics Statement for Public Library Trustees) that clarified the policy’s language and made it relate more to the DBRL Board of Trustees rather than library boards in general.

ACTION: The motion came from the Ad Hoc Ethics Policy Committee recommending approval of Policy 2-616 (Ethics Statement for Public Library Trustees) as revised. The motion passed.

Finance Committee: Fennel stated that the committee met on August 6 and reviewed in detail the CY 2015 Budget Amendment and the Preliminary CY 2016 Operating Budget. The committee recommended adoption of both documents.

CY 2015 Budget Amendment: Smith stated that the purpose of the budget amendment is to allow for expending all State Aid funds received in 2015 and account for the cost of the new Integrated Library System (ILS) being under budget. The amendment will increase State Aid under revenue, reflecting the Governor’s release of State Aid funds for FY 2015 and the offsetting reduction made by the legislature in the FY 2016 budget. The expenditure is reflected under Library Materials. It will also reduce Capital Outlay and increase Fund Balance due to the cost of the ILS being under budget. The Capital Outlay decrease is partially offset by the addition of expenditures to complete projects from 2014 that extended into 2015 and make upgrades and replace broken equipment not anticipated in the original 2015 Operating Budget.

Preliminary CY 2016 Operating Budget: Smith stated that the purpose of the preliminary budget is to set the framework for the Final CY 2016 Operating Budget and illustrate the need for revenue generated by each district setting its tax rate. Additionally, Smith stated that the preliminary budget includes placeholders and allowances for the 2016 Implementation Strategies, which will be developed later this year and included in the Final CY 2016 Budget.

Smith reviewed the revenue categories, noting that total budget revenue is expected to increase by 1.7% compared to the 2015 budget due to new growth in the Boone County Library District (BCLD) and Columbia Library District (CLD), as well as requesting rolling up the CLD operating tax rate to the rate allowed by the State Auditor’s Office.

Smith noted that the CLD debt service tax rate is expected to decrease, so CLD taxpayers will see a decrease in their total taxes.

Smith said that State Aid is projected to decrease because the Missouri state legislature has decreased the funding rate from 50 cents per capita to about 13 cents per capita. He noted that 2016 Investment Income is budgeted to be similar to the amount expected in 2015.

Smith reviewed the expenditures categories, noting that approval of the Preliminary CY 2016 Operating Fund Budget does not authorize staff to expend any funds.

Smith stated that the Salaries and Fringe Benefits category is anticipated to increase 2.4%. Expenditures in this category will increase for several reasons, including a placeholder for an
across-the-board raise and allowances for increases in benefits. Staff will further evaluate and refine each expenditures line as information is received prior to drafting the final budget.

Library Materials is expected to increase in 2016 to improve collections at all locations.

General Operating is projected to increase from the CY 2015 budget due in part to an anticipated increase in MOREnet fees, as the state legislature has decreased funding for the REAL program. The Supplies category is expected to increase from 2015 in order to fund several region-wide projects, including phone replacements and an upgrade to the security door system at CPL, as well as various small, one-time requests.

Within the Building Operations and Maintenance category, Electric/Water Utilities is budgeted to increase due to anticipated fee increases from the City of Columbia for sewer infrastructure improvements and the contractual SBCPL facility lease cost increase.

Contingency is budgeted at the same amount as 2015. This category is included to offset private donations or revenue awarded from grants to avoid exceeding the total expenditure budget. It is a violation of state statute to over-expend the total budgeted expenditures, which could occur if the Contingency line was not included under Expenditures.

The Capital Outlay number in the preliminary budget is a placeholder. The draft Final CY 2016 Operating Budget will include a list of Furniture & Equipment expenditures.

In total, Fund Balance is projected to decrease by $127,488 to $8,241,140, using money saved for and now required for specific projects. Smith described the Fund Balance savings categories: Future Improvements to Buildings Owned by the District; Future Furniture and Equipment Replacement; and Implementation of the Strategic Plan. The remaining funds are added to Unrestricted Fund Balance for future needs.

Hays-Martin noted that the CCLD Board will meet on August 26 to set its tax rate.

In response to a question from Crumbliss, Carr stated that the possible change to the 401(k) Retirement Plan participation requirements would open participation to employees after three months rather than twelve months to increase participation in the plan. Smith noted that if the final budget includes funding for this provision, the Risk Management Committee will be asked to consider recommending the DBRL Board approve amending the DBRL retirement plan to effect the change.

As provided for in the agenda, the board recessed to individual library district meetings at 6:37 p.m. The board reconvened at 6:44 p.m.

**District Board Reports**

**Boone County Library District:** Young reported that the BCLD approved the CY 2015 Budget Amendment and the Preliminary CY 2016 Operating Budget. The BCLD set its operating tax rate at 30.91 cents per $100 of assessed valuation.

**Callaway County Library District:** Hays-Martin reported that the CCLD approved the CY 2015 Budget Amendment and the Preliminary CY 2016 Operating Budget. The CCLD also elected a new Vice-President, Mike Luebbert.

**Columbia Library District:** Groshong reported that the CLD approved the CY 2015 Budget Amendment and the Preliminary CY 2016 Operating Budget. The CLD set its operating tax rate at 31.14 cents per $100 of assessed valuation.
New Business
Administrative Policies: Barrett presented Policy 2-273 (Video Security System). Barrett stated that the policy was reviewed by DBRL legal counsel and edits were suggested to make this policy more consistent with DBRL Policy 2-672 (Confidentiality).
ACTION: Westerfield moved, Daly seconded accepting Policy 2-273 (Video Security System) with edits as presented. The motion passed.

Miscellaneous
There was no miscellaneous business.

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

Staff Comments/Announcements
There was no comment from the staff members in attendance.

Board Comments/Announcements
Harrison thanked and officially dissolved the Ad Hoc Ethics Policy Committee.

Harrison reminded the Trustees that the September Board meeting begins at 5:30 p.m. so that Trustees may attend the 7:00 p.m. talk by the 2015 One READ author, Emily St. John Mandel.

Adjournment
Harrison adjourned the meeting at 6:51 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary