Daniel Boone Regional Library  
Minutes, Meeting of November 12, 2015

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

Harrison thanked Trustee Brouck Jacobs for representing the Columbia Library District Board at the recent City Council meeting.

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; Terry K. Higgins; Lynn Hostetler; Jean Howard; Jacobs; Michael Luebbert; Kate Markie; Pat Powell and Bill Young. Gena Scott and Khaki Westerfield were absent.

Also in attendance were DBRL Director Melissa Carr and staff members Elinor Barrett, Amanda Burke, Betsy Collins, Patrick Finney, Melanie Henry, Patricia Miller, Ronda Mitchell, Greg Reeves, Angela Scott, Jim Smith and Mitzi St. John.

Carr formerly introduced the board to Collins, who became Collections Manager for DBRL earlier this fall. Carr also noted that Reeves is now spending each Wednesday assisting in Public Services at CPL.

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

Closed Session
ACTION: Fennel moved, Hostetler seconded entering Closed Session concerning matters of legal action as authorized under 610.021(1) RSMo. Vote on the motion was taken by roll call: Baka – yes; Carner – yes; Crumbliss – yes; Daly – yes; Fennel – yes; French – yes; Groshong– yes; Harrison – yes; Higgins – yes; Hostetler – yes; Howard – yes; Jacobs – yes; Luebbert – yes; Markie – yes; Powell – yes; and Young – yes. The motion passed.

Carner and Markie recused themselves; they and staff members excepting Burke, Carr and Smith exited the meeting for the duration of the Closed Session.

Harrison resumed the meeting in Open Session at 6:12 p.m.

Hays-Martin entered the meeting.

Harrison announced that the board authorized him as DBRL Board President and Carr as Director to act on behalf of the DBRL Board in regards to the pending legal matter.

Approval of Minutes
Harrison asked for corrections or changes to the minutes from October 15, 2015. Hearing none, he declared the minutes approved as written.

Monthly Reports
Director’s Report and Comments: Carr asked Trustees to RSVP if they are interested in attending the Mayor’s Appreciation Breakfast on December 2 and/or the Columbia Values Diversity Celebration on January 4.

Additionally, Trustees are invited to participate in MLA’s Legislative Advocacy on Tuesday, February 9. As shown by the cut in State Aid for 2016, it is important for libraries to send representation to meet with legislators.
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Carr noted that the Friends of the Southern Boone County Public Library (SBCPL) recently voted to donate $3,325.50 to DBRL. This donation will be used to purchase native plants for the Southern Boone location in order to accomplish the 2016 Implementation Strategy of enhancing the native plant beds.

Miller announced a program on Saturday, November 14 for Local Authors’ Day. Forty-seven local authors will be at CPL to meet the public and sign personal copies of their books. Books will be available to purchase from the authors.

Financial Report: Harrison asked for and received no questions about the Finance Report. Smith noted that the cost of the carpet upgrade for the Callaway County Public Library (CCPL) was increased by $1,967 due to purchasing a different carpet than first reported, but the project is still well under budget. Barrett stated that staff opted to change to a product by the same manufacturer that offered more suitable color choices and comparable value to the current carpet.

Service Report: Harrison asked for and received no questions about the Service Report. Carr pointed out the recent donation from the Korean Visiting Scholars. An MU professor associated with the group told Carr that the benefits associated with CPL are helpful in attracting individuals to Columbia and their program. One of the scholars and his family will be on the cover of the next “At Your Library.”

The donation from Naresh and Kusum Khatri is in memory of their daughter, Avantika. Staff are preparing a plaque to install at CPL in her honor.

Committee Reports

Finance: Fennel stated that the committee met on November 4 to review the draft Final CY 2016 DBRL Operating Budget in detail. The committee approved a recommendation that each district board approve the CY 2016 DBRL Operating Budget.

Smith reviewed the revenue categories, stating that new growth in the Boone County Library District (BCLD) and Columbia Library District (CLD), as well as increasing the CLD operating tax rate to the rate allowed by the State Auditor’s Office, is the main reason total budgeted revenue is expected to increase by 1.7% compared to 2015. Although the CLD operating tax rate has been increased, CLD taxpayers will see a decrease in their total taxes due to the CLD debt service tax rate decreasing by a greater amount.

The Missouri state legislature has decreased State Aid to libraries from 50 cents per capita to about 13 cents per capita.

Smith reviewed the expenditures categories, noting that the Salaries and Fringe Benefits category is anticipated to increase 1.5%. Expenditures in this category will increase for several reasons, including requesting a 2% raise and a 1% market adjustment (totaling a 3% increase), adding 1 additional FTE to the budget and estimating increases to employee benefits. This will result in funding 126 full-time equivalents (FTEs) in the Final Budget.

Library Materials is expected to increase 3.5% from the CY 2015 budget to improve collections at all locations, including on bookmobiles and the Digital Branch.

Smith reviewed the General Operating budget, stating that this category is decreasing mainly because MOREnet fees and personal vehicle mileage are expected to decrease.

Finney entered the meeting.
Building Operations and Maintenance category, which is expected to increase 5.2% because of the contractual lease cost increase for the SBCPL facility, improvements prioritized in the ADA Transition Plan, parking lot maintenance and an estimated increase in cost of utilities. In response to a question from Hays-Martin, Smith explained the calculation used to budget the increase for cost of utilities.

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.

Overall, Operating Expenditures are expected to increase 1.7% from the CY 2015 budget resulting in revenue over expenditures of $271,533. Smith stated that Capital Outlay requests included in the 2016 budget are estimated to cost less than those included in 2015. Additionally, $139,000 has been re-appropriated from 2015 to 2016 as the purchases of a new accounting system and document imaging software are extending into the new year. Smith noted that the Furniture and Equipment list for 2016 was included in the meeting materials.

In response to a question from Crumbliss, Carr stated that the budget for improvements prioritized in the ADA Transition Plan is based on the estimated cost for the top priorities. However, no action will be taken before the Transition Plan is reviewed and approved by the board. The Transition Plan will be presented at the January meeting.

In response to a question from Hostetler, Barrett stated that several patrons have suggested locating a book drop northeast of Columbia.

Smith stated that expenditures over revenues total $131,232 due to the items being carried forward from 2015, which leaves a Fund Balance of $8,587,019. Smith described the Fund Balance savings categories used to complete projects that fall into the categories saved for: 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.

Carr noted that, when completed, the new Facilities Preventative Maintenance Plan will help staff refine projections for the category of Future Improvements to Buildings Owned by the District.

Smith stated that DBRL’s percentage of total revenue compared to Fund Balance is in the middle of the six of seven Missouri libraries that provided their financial information.

Daly complimented the board and staff on its financial planning, which allows the organization to efficiently handle sudden maintenance issues.

Harrison called for and heard no public comment on the draft Final CY 2016 DBRL Operating Budget.

As provided for in the agenda, the board recessed to individual library district meetings at 6:49 p.m. The board reconvened at 6:54 p.m.

Luebbert exited the meeting.

**Reports from District Boards**

Young reported that the Boone County Library District approved the Final CY 2016 DBRL Operating Budget.

Hays-Martin reported that the Callaway County Library District approved the Final CY 2016 DBRL Operating Budget.
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Groshong reported that the Columbia Library District approved the Final CY 2016 DBRL Operating Budget. Groshong also reported that, as noted by Harrison, Jacobs attended the City Council meeting on October 19 and informed the council members that the CLD prefers to keep and update the current bus shelter. However, if a new shelter is installed, the CLD would like to be involved in the selection of artwork. In either case, the CLD prefers to enter into a Memo of Understanding for the use of the land rather than granting an easement. Groshong thanked Jacobs for his time and communicating the board’s position to the City Council.

**Old Business**
There was no old business.

**New Business**
Carr reviewed the suggested changes to Policies 2-651 (Meeting Rooms) and 2-652 (Public Posting & Distribution of Community Materials). In response to a question from Daly, Carr stated and Miller confirmed that staff will print ballot information for any patron who requests it.

**ACTION:** Powell moved, Markie seconded approving Policies 2-651 (Meeting Rooms) and 2-652 (Public Posting & Distribution of Community Materials) with edits as presented. The motion passed.

Harrison noted that, unless any sudden business arises, the December 2015 meeting will not be necessary.

**ACTION:** Higgins moved, Young seconded cancelling the December 10, 2015 meeting of the DBRL Board of Trustees. The motion passed unanimously.

**Miscellaneous**
Hostetler noted that the painted crosswalks in the south parking lot are fading, and Barrett stated that they will be repainted in conjunction with ADA-related parking lot repairs in 2016. DBRL’s engineering consultant advised that the bidding climate for this type of work would be better next year.

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

**Staff Comments/Announcements**
Barrett clarified that the carpet selected for CCPL meets the technical specifications of the RFP and is produced by the same manufacturer of the product originally submitted by the carpet installer. However, the new selection is available in colors that more closely match the carpet used during the 2004 renovation.

**Board Comments/Announcements**
Harrison reminded the Trustees that a joint social with the DBRL Foundation board members will be held at his residence on December 14 at 5:00 p.m.

**Adjournment**
Harrison adjourned the meeting at 7:05 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary