Call to Order, Roll Call and Determination of Quorum
Susan Daly called the meeting to order at 6:00 p.m. in the Virginia G. Young Room of the Columbia Public Library (CPL) and welcomed new Daniel Boone Regional Library (DBRL) Board members August Nielsen and Sherry Wolz.

Board members in attendance were: Julie Baka; Dorothy Carner; Daly, President; John French; Lisa Groshong; Phil Harrison; Tonya Hays-Martin; Lynn Hostetler, Jean Howard; Brouck Jacobs; Michael Luebbert; Kate Markie; August Nielsen; Khaki Westerfield; Sherry Wolz and Bill Young. Mary Fennel, 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, 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
Daly asked for corrections or changes to the minutes from July 14, 2016. Hearing none, she declared the minutes approved as written.

Monthly Reports
Director’s Report and Comments: Carr announced that Miller will be retiring from her position as Adult Services Manager at the end of March 2017. In preparation for the transition and in order to provide new services through the region, staff plan to post two new “Adult and Community Services” management positions and reorganize some existing duties. Miller will be helping train and transition the new hires, as well as working on special projects. Finney will remain Circulation Manager and be available to work on special projects as needed. Children & Youth Services Manager Sarah Howard, who already oversees Bookmobile, Jr., will now manage the Community Bookmobile. The two new managers will oversee public service operations, resources and community engagement. These changes will have no impact to the budgeted FTEs (Full Time Equivalents) because staff hours were re-allocated to absorb the change. The increase in salary from the re-allocation of the hours will be offset by the retirement of some long-time staff members.

Carr introduced Finney and Miller, who presented information about how DBRL serves homeless patrons. Miller thanked the Board and staff for the career opportunities she has had and stated that retirement will be bittersweet.

Miller said that staff interact with individuals from all walks of life and are trained to treat all patrons with friendliness, respect and discretion. Staff developed “Need Help?” handouts, which are available throughout CPL, for patrons to browse privately if they do not wish to approach a staff member for help. The handouts list local options for emergency shelter and food, as well as general aid services. DBRL has also developed a subject guide of resources that patrons or staff can turn to on the Digital Branch. This guide includes a Google map of the resources’ locations.

CPL is an official cooling/warming center and is a Safe Space for teens in distress. Miller added that DBRL staff is in contact with a team of outreach counselors who can assist patrons with mental illness.

Miller stated that access to online information is seen as a humanitarian issue at the library, so even individuals without ID can be provided with a temporary computer access card.
Miller exited the meeting.

Finney continued by noting that Policy 2-670 (Circulation) provides guidelines for serving people living in shelters or without permanent homes. Some local organizations will allow individuals to receive mail using the address of that service point, providing DBRL with a “proof of residency” letter for that patron. In addition, Outreach staff maintain “deposit collections,” which are available to any community member whether or not they possess a library card, at locations including dialysis clinics, Columbia Housing Authority neighborhoods and the VA hospital. Staff also take books to the biannual Project Homeless Connect information fair, and find that individuals at this event are excited to discover and select from these give-away materials.

Finney stated that staff gather feedback about DBRL’s services to the homeless at events and through speaking with other service providers. When training staff, he notes that they must find the balance between treating patrons equally and providing targeted service. Lastly, Finney said that the impending staff changes at the management level are a great opportunity to increase and strengthen our services to this population.

Financial Report: Daly asked for and received no questions about the Finance Report.

Service Report: Daly asked for and received no questions about the Service Report. Carr noted that, in September, Collection Development Manager Betsy Collins will bring Policy 2-630 (Materials Selection) for review and will discuss circulation statistics.

Howard exited the meeting.

Committee Reports
Finance Committee: French reported that the committee met on August 2 and August 11 to review the Preliminary 2017 DBRL Operating Budget. The committee approved a motion recommending the individual library districts accept the Preliminary 2017 DBRL Operating Budget.

Smith stated that the purpose of the Preliminary Budget is to set the framework for the Final CY 2017 Operating Budget and illustrate the need for revenue generated by each district setting its tax rate. Each district board will meet separately prior to the end of the month to set their respective operating tax rates. Smith noted that placeholders are used in the Preliminary Budget, as the 2017 Implementation Strategies are yet to be defined.

Smith reviewed the revenue categories, noting that total budget revenue is expected to increase compared to the 2016 budget due to new growth in all three districts. Additionally, two properties’ TIF (Tax Increment Financing) subsidies expired and it has been confirmed that those properties will be added to the Callaway County tax rolls. An increase in revenue is expected even though it is likely that the districts will each levy the same operating tax rates as in 2015. Smith noted that CLD residents could see a decrease in their total tax bill, as the debt service tax rate may be levied at a lower rate than in 2015.

State Aid is budgeted at a rate of 45 cents per capita.

Salary & Benefits is expected to increase due to including a placeholder for an across-the-board raise, which is offset by employee turnover. A placeholder equaling 110% of the 2015 insurance premiums is being used in the Preliminary Budget; actual insurance premium rates are expected for the Final Budget.
Library Materials is budgeted to increase in order to augment materials at all service points, including through the Digital Branch.

General Operating is expected to increase due to an anticipated rise in MOREnet fees and the need for more programming supplies. The MOREnet fee increase is expected in order to increase bandwidth and cover costs due to the Governor withholding funding from the REAL program.

Contingency is budgeted at the same amount as in 2016. 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.

Capital Outlay expenditures is expected to increase compared to 2016 due to anticipating additional one-time Furniture & Equipment needs. A list of expected furniture and equipment expenditures will be included with the Final CY 2017 Operating Budget.

Fund Balance is divided between four separate savings categories: Future Improvements to Buildings Owned by the District; Future Furniture and Equipment Replacement; Implementation of the Strategic Plan; and Unrestricted Fund Balance. The current Unrestricted total equals about six months of DBRL expenditures. Smith noted that the amount needed for Future Improvements to Buildings Owned by the District is expected to be affected by the new Facilities Assessment Report’s updated cost estimates.

In response to a question from Young, Smith stated that a comparison of the DBRL Fund Balance to peer libraries’ totals would be accomplished prior to the Final Budget.

As provided for on the agenda, Daly recessed the DBRL Board meeting at 6:38 p.m. for individual district board meetings. Daly called the DBRL Board to order again at 6:45 p.m.

District Board Reports
Boone County Library District (BCLD): Young reported that the BCLD Board accepted the Preliminary CY 2017 DBRL Operating Budget.

Callaway County Library District (CCLD): Hays-Martin reported that the CCLD Board accepted the Preliminary CY 2017 DBRL Operating Budget.

Columbia Library District (CLD): Groshong reported that the CLD Board accepted the Preliminary CY 2017 DBRL Operating Budget.

New Business
Administrative Policies: The Trustees reviewed suggested edits to Policy 2-621 (Public Participation at Board Meetings) and alternate wording was proposed under item 5.

ACTION: Markie moved, Young seconded accepting Policy 2-617 (Public Participation at Board Meetings) with changes as discussed. The motion was approved.

Carr reviewed the purpose of Policy 2-617 (Code of Ethics, Public Disclosure) and stated that changes were made for clarification and to mirror the Missouri Ethics Commission’s guidelines.

ACTION: Luebbert moved, Hostetler seconded accepting Policy 2-617 (Code of Ethics, Public Disclosure) as presented. The motion was approved.

Miscellaneous
Carr distributed updated Board Contact Information sheets.
Daniel Boone Regional Library
Minutes, Meeting of August 11, 2016

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

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

Board Comments/Announcements
Young invited all Trustees to attend the BCLD meeting at 5:30 p.m. on August 17, at which
REDI representatives will present information on the proposed Chapter 100 abatement for Dana
Incorporated.

Markie expressed her appreciation for the library’s Book Club Kits.
Daly reminded the Trustees that the One Read book discussion is on September 13 at 5:30 p.m.
Daly thanked the Trustees who agreed to serve as Committee Chairs.
Carr reminded the Trustees to let her know of library-related topics they’d like to hear more
about, and she will use those suggestions for future “Service of the Month” sections in her
Director’s Reports.

Adjournment
Daly adjourned the meeting at 6:58 p.m.
Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary