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).

Daniel Boone Regional Library (DBRL) Board members in attendance were: Julie Baka; Dorothy Carner; Daly, President; Mary Fennel; John French; Lisa Groshong; Tonya Hays-Martin; Lynn Hostetler; Jean Howard; Brouck Jacobs; Kate Markie; August Nielsen; Pat Powell; Gena Scott; Sherry Wolz and Bill Young. Phil Harrison, Michael Luebbert and Khaki Westerfield were absent.

Also in attendance were DBRL Director Melissa Carr and staff members Amanda Burke, Betsy Collins, Patrick Finney, Melanie Henry, Ronda Mitchell, Mike Mullett, Brandy Sanchez, Angela Scott and Jim Smith.

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

Approval of Minutes
Daly asked for corrections or changes to the minutes from August 11, 2016. Hearing none, she declared the minutes approved as written.

Monthly Reports
Director’s Report and Comments: Carr thanked the Trustees who attended the One Read book discussion on Tuesday, September 13, and thanked Baka for leading the group. Carr encouraged the board members to visit the One Read art display at Orr Street Studios and noted that Howard has a piece on display. Carr reported that George Hodgman spoke to a total of 175 people at Fulton events this week and will speak at Launer Auditorium in Columbia on September 22.

Carr noted that she forwarded a link to the DBRL beta website for testing by Trustees and asked that they send any suggestions via the form included in the same email.

Collins discussed DBRL’s philosophy and procedures for selecting materials. She stated that staff aim to meet the needs of our patrons by providing a collection that is balanced, relevant, popular and up-to-date, while taking into consideration costs, space, maintenance and patron interest. In order to do this, selectors employ professional review sources, vendor-curated lists and “best of” lists, while considering community interests, news and events, publishing and social trends, cost and availability. Patrons and staff members also recommend titles and subject areas to the selectors.

Collins stated that ongoing evaluation of the materials is necessary to maintain a current and appealing collection that is accurately catalogued. Each DBRL librarian is in charge of inspecting and removing materials in a specific collection area, aided by the collection management software Collection HQ. Materials are removed based on condition, age, lack of circulation, number of copies and available space.

Collins discussed how selectors order high-demand titles and noted that information can be added to the catalog in advance of publication, which allows patrons to place holds on items before they are received.

Lastly, Collins discussed the latest Pew Report on book reading, which stated that a majority (73%) of Americans are still reading books, and that print books remain more popular than digital formats, though the use of digital formats is increasing. Collins provided circulation
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statistics for January – July 2016, noting that 41% of DBRL patrons checked out physical items only, and 16% of DBRL patrons checked out digital items only. Checkouts through OverDrive make up 20% of overall circulation.

Fennel stated that she appreciates being able to put holds on books that have not yet been published or received by DBRL.

Hays-Martin stated her appreciation for the scope of the collection, especially in her capacity as a librarian who borrows from DBRL through ILL to meet her patrons’ needs.

Lastly, Carr noted that the increase in self-published books has increased the workload for selectors, as it takes more time to research and purchase those titles.

Sanchez presented briefly on Studio programs, reporting that 1,500 patrons of all ages have used the Studio in the first year. She described several of the popular programs and distributed a flyer on the upcoming STEAM (Science, Technology, Engineering, Arts and Math) Series programs.

In response to a question from Carner, Sanchez stated that some programming and robotics programs will be offered at the Southern Boone County Public Library (SBCPL) and the Callaway County Public Library (CCPL) in the future, and that the Snap Circuits program is proving to be a popular offering at the local Juvenile Justice Center. Staff will consider further opportunities to take the programs into more of the region’s communities.

Daly suggested informing the region’s rural teachers of the programs and offering scheduled programs for visiting classes.

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.

Committee Reports
Risk Management Committee: Howard reported that the committee met on August 30 to interview two Health Insurance Broker firms. The candidate firms had been narrowed to two by a staff committee after evaluation of RFP responses.

ACTION: The motion came from the Risk Management Committee to contract with Sundvold Financial for Health Insurance Broker services and did not need a second. The motion passed unanimously.

District Board Reports
Boone County Library District (BCLD): Young reported that the BCLD Board met on August 17 and set the 2016 BCLD Operating Tax at 30.91 cents per 100 dollars of assessed valuation. The Board also heard a report from REDI members on a proposed Chapter 100 project and voted to express support for the project at the August 18 meeting of the taxing entities. Young represented BCLD at the August 18 meeting, where the taxing entities voted to send the proposal to the County Commissioners. The Commissioners gave final approval in late August, after the required readings.

Callaway County Library District (CCLD): Hays-Martin reported that the CCLD Board met on August 23 and set the 2016 CCLD Operating Tax at 20.00 cents per 100 dollars of assessed valuation, which is no change from 2015 and the maximum voter-approved rate. Revenue is expected to increase due to an increase in Callaway County’s assessed valuation, which includes the expiration of two Tax Increment Financing (TIF) properties that were added back to the tax rolls. The CCLD Board also heard an appeal from two Holts Summit community members who
would like a DBRL branch in that community. Carr stated that the guests asked what level of fundraising would be needed from the community in order to make the branch a reality, since CCLD funds are limited. Carr said the staff would draft a potential service plan in order to answer that question.

Columbia Library District (CLD): Groshong reported that the CLD Board met on August 24 and voted to set the 2016 CLD Operating Tax at 31.14 cents per 100 dollars of assessed valuation and the 2016 Debt Service Tax at 19.74 cents per 100 dollars of assessed valuation. This is a decrease in total tax rate for CLD residents due to rolling back the debt service tax rate from the 2015 tax rate of 21.10 cents per 100 dollars of assessed valuation. The CLD Board also voted to accept the 2017 CLD Building Fund budget which allows for expending all remaining funds.

**New Business**

**March Board Meeting Date:** Carr noted that, due to her travel schedule, March 9 and 10, 2017, are the best dates for strategic planning advisor Maureen Sullivan to speak to the Board and staff members.

ACTION: Howard moved, Markie seconded changing the March 2017 DBRL Board of Trustees meeting from March 16 to March 9. The motion was approved unanimously.

**Closing for Staff Development Day (Staff Day):** Carr elaborated on Sullivan’s anticipated participation in Staff Day.

ACTION: Powell moved, Baka seconded closing all DBRL facilities and suspending bookmobile services on March 10, 2017, for Staff Day.

**Administrative Policies:** The Trustees reviewed suggested edits to Policy 2-630 (Materials Selection).

ACTION: Howard moved, Powell seconded accepting Policy 2-630 (Materials Selection) with changes as presented. The motion was approved.

The Trustees reviewed suggested edits to Policy 2-631 ( Patron Comments Regarding Library Materials).

ACTION: Powell moved, Hostetler seconded accepting Policy 2-631 ( Patron Comments Regarding Library Materials) with changes as presented. The motion was approved.

The Trustees reviewed suggested edits to Policies 2-706 (Approval of Contracts, Invoices and Purchasing) and 2-710 ( Procurement). In response to a question from Markie, Smith stated that there are no rules governing purchasing that DBRL, as a political subdivision, must follow; however, the DBRL policy mirrors the State of Missouri Office of Administration policy, but with limits adjusted for inflation.

ACTION: Markie moved, Howard seconded accepting Policies 2-706 (Approval of Contracts, Invoices and Purchasing) and 2-710 ( Procurement) with changes as presented. The motion was approved.

**Miscellaneous**

In response to a question from Baka, Carr stated that the City of Columbia is surveying on Garth Avenue and the crosswalk to the staff parking lot is not expected until after the road is resurfaced.
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In response to a question from Groshong, Carr said that there has been no further action on the replacement of the bus shelter in front of CPL.

Carr also noted that she will attend an open house at Grant Elementary School in late September to view the extension plans.

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

**Staff Comments/Announcements**
There was no comment from the staff members in attendance. Carr distributed handouts with the revised Board Meeting dates through June 2017.

**Board Comments/Announcements**
There was no comment from the Trustees in attendance.

**Adjournment**
Daly adjourned the meeting at 6:55 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary