Call to Order, Roll Call and Determination of Quorum
Susan Daly called the meeting to order at 6:05 p.m. in the Friends Room of the Callaway County Public Library (CCPL).

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

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

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

Approval of Minutes
Daly asked for corrections or changes to the minutes from September 13, 2016. Hearing none, she declared the minutes approved as written.

Monthly Reports
Director’s Report and Comments: Carr reviewed the process of unifying the Columbia (CLD) and Boone County (BCLD) library districts, which could occur as soon as one year from now. After unification, five Trustees will be appointed by the Mayor and four Trustees will be appointed by the County Commission. The new district will operate like a county library district. Before the unification, both the CLD Debt Service Fund and the CLD Building Fund will have zero balances. In August 2017, the BCLD and CLD will set the same tax rate. The major reasons for unifying the districts are to simplify the administrative structure of DBRL and eliminate any need to refer to the 1965 Columbia city limits, which is very confusing to the public. There will be no change to patron services as a direct cause of this unification. Initially, CLD residents will enjoy lower taxes as the districts set equal tax rates and CLD residents will no longer pay a debt service tax.

Carr noted the American Libraries article included in the packet and its relevance to DBRL’s Strategic Direction planning.

Carr announced that DBRL has been selected to display a pop-up kiosk celebrating the 225th anniversary of the Bill of Rights. The kiosk will be at the Columbia Public Library (CPL) between December and February. Staff are working on programming that will complement the display.

Carr reported that she and Barrett attended an Open House at Grant Elementary School regarding their upcoming construction. Construction will begin in early Summer 2017 and is estimated to take 18 months. The school will operate on-site while the construction is in progress. One planned feature is a new drive on the east side of the property where parents will be able to drop off children in the morning. However, pick-ups will still take place on the west side of the property (along Garth Avenue) in the afternoon.

Carr reviewed recent activity at the Kansas City Public Library (KCPL) that was similar to issues faced by DBRL in May, but took an unfortunate turn that led to two arrests. She noted that she
forwarded an article on the matter by email to the Trustees. In response to a question from Young, Carr said that MLA has taken an official position on the matter by issuing a resolution of support for KCPL and its staff.

Lastly, Carr noted that the list of Upcoming Meetings included in the board packet erroneously lists the Contract & Bylaws Committee instead of the Finance Committee as meeting on November 1.

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

**Service Report:** Daly asked for questions about the Service Report. In response to a question from Hays-Martin, Carr stated that the library pays a flat fee for Freegal services, rather than paying per-use.

**Committee Reports**

**Long-Range Planning Committee:** Scott reported that the committee met on September 27 and passed motions to approve the 2017 Implementation Strategies and accept the 2016-17 Strategic Direction Planning Process.

Carr noted that the summary of Implementation Strategies met between 2010 and 2015 provides context for our current set of services and the upcoming planning process, so it is valuable for new staff and Trustees to review. Trustees and staff should be proud of everything that has been accomplished in this short amount of time.

Barrett reviewed the proposed 2017 Implementation Strategies. In response to a question from Hays-Martin, Howard stated that an e-card is a method of allowing schoolchildren access to DBRL digital resources without signing up each child for a library card. Carr said that the program may be offered to other area schools if a pilot program with Columbia Public Schools proves successful.

**ACTION:** The motion came from the Long-Range Planning Committee to approve the 2017 Implementation Strategies and did not need a second. The motion passed.

Barrett reviewed the 2016-17 Strategic Direction Planning Process. Carr stated that the Trustees will need to schedule a work session to discuss the Strategic Direction themes developed as a result of community meetings. She suggested that the original March board meeting date, March 16, be used for this purpose.

**ACTION:** The motion came from the Long-Range Planning Committee to approve the 2016-17 Strategic Direction Planning Process and did not need a second. The motion passed.

**Contract & Bylaws Committee:** Powell reported that the committee met on October 11 and made suggestions for how the documents should be edited in advance of the unification. The committee also made several suggestions for changing the structure of Board Offices and Committees that should be compatible with the reduced number of Trustees following unification (14, rather than the current 19).

**Old Business**

**Commercial Insurance Broker Bid:** Buckner reported that three responses were received to the Commercial Insurance Broker RFP. The firms were evaluated and the staff recommend contracting with Winter-Dent. Buckner stated that Winter-Dent had new ideas about coverage
Daniel Boone Regional Library  
Minutes, Meeting of October 13, 2016

...and deductibles.

ACTION: Luebbert moved, Scott seconded contracting with Winter-Dent for Commercial 
Insurance Broker services. The motion passed.

2016 Implementation Strategies – 3rd Quarter Report: Daly asked for and received no questions 
about the 3rd Quarter Report.

New Business  
Facility Assessment Report: Barrett and Smith reviewed the report, which lists preventative 
maintenance, repair or replacement needs anticipated by professional consultants at each DBRL 
facility. For budget-planning purposes, cost and Budget Year estimations are made for each 
anticipated need.

ACTION: Young moved, Powell seconded accepting the Facilities Assessment Report. The 
motion passed.

Financial Policies: Smith stated that changes to Policy 2-705 (Investment and Bank Accounts) 
were made for clarification and to delete wording referring to Callaway investments, as the 
district no longer invests money separately. Harrison noted several places in the document 
where further wording about Callaway investments should be deleted.

ACTION: Powell moved, Scott seconded accepting Policy 2-705 (Investment and Bank 
Accounts) with the changes discussed. The motion passed.

The board reviewed Policy 2-775 (Gifts) and suggested no edits.

Miscellaneous  
There was no miscellaneous business.

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

Staff Comments/Announcements  
Mitchell reported that caterpillars and chrysalises have been observed in the Monarch 
Waystation garden at SBCPL. Barrett added that a group from St. Louis, led by Bill Ruppert of 
Grow Native!, recently toured the garden.

Board Comments/Announcements  
Powell relayed compliments about the library system from friends and family.

Adjournment  
Daly adjourned the meeting at 7:07 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

___________________________  
Board Secretary