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; Phil Harrison; Tonya Hays-Martin; Lynn Hostetler; Brouck Jacobs; Michael Luebbert; August Nielsen; Pat Powell; Gena Scott; Khaki Westerfield; Sherry Wolz and Bill Young. Lisa Groshong, Jean Howard and Kate Markie were absent.

Also in attendance were Ann Antonsen of Springsted, Inc., 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, Mitzi St. John and Lauren Williams.

Carr introduced and welcomed three librarians hired in 2016: Katherine Gale, Jake Parsons and Kat Stone Underwood.

Gale, Parsons and Stone Underwood exited the meeting.

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

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

Monthly Reports
Director’s Report and Comments: Carr asked that Trustees let her know if they wish to attend the Columbia Values Diversity celebration on January 12, 2017 alongside library staff.

Carr announced that MLA Library Advocacy Day is February 7, 2017. She asks that Trustees consider attending this day-long event in order to hear a Legislative Update from MLA’s Legislative Advocate and then speak with the State Representatives and Senators from the DBRL region about the importance of library funding.

Carr thanked Barrett, St. John, and Library Associate Aimee Leonhard for designing and producing the Self-Guided Art Tour brochure.

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

Service Report: Daly asked for received no questions about the Service Report.

Committee Reports
Finance Committee: French reported that the committee met on November 1 to review the CY 2017 DBRL Operating Budget in detail. The Committee approved a recommendation that each district board approve the CY 2017 DBRL Operating Budget.

Smith reviewed budgeted revenue for 2017.

Revenue is projected to increase 5.7% from CY 2016 due to new growth, with no change in the Districts’ operating tax rates. Smith noted that the CLD Debt Service tax rate was approved at a lower rate than in CY 2016, so CLD residents will see a decrease in their total library tax rate.
Antonsen joined the meeting by phone.

Smith noted that the planned transfer of the CLD Building Fund’s balance to the Operating Fund to cover maintenance expenditures at CPL is recorded in Transfer from Building Fund. Carr stated that the last tax bill for the Building Fund was sent in 1998.

An increase is budgeted for Investment Interest on Taxes.

Smith reviewed budgeted expenditures for 2017.

Smith stated that Salaries and Fringe Benefits are projected to increase to allow for implementation of the Compensation Study results and to allow for the increased cost of providing the same or comparable benefits to the previous year.

Henry introduced Antonsen and stated that in past years she has conducted a short survey of starting salaries for key positions at our peer libraries. This year, a comprehensive review of compensation levels was conducted as part of the environmental scan in preparation for creating the new Strategic Plan.

Antonsen described the goals and process of the compensation and classification study. Antonsen met with all staff and with managers prior to beginning the process. Staff filled out Position Assessment Questionnaires that were reviewed using Springsted Incorporated’s Job Evaluation Factors.

Miller exited the meeting.

Antonsen stated that the market survey revealed that, on average, DBRL salaries are below average minimum salaries. Internal pay relationship inequities are also present.

The proposed compensation plan is an “open range” system, in which an employee may move from minimum to maximum within a classification pay grade.

Henry reviewed the options for implementing the new salary schedule. Option 1 would bring all employees below the recommended minimum to the minimum and no other adjustments would be made. Option 2 would bring all employees below the recommended minimum to the minimum and some adjustments will included to account for individual staff members’ years of service to prevent compression, while employees above the minimum would receive a three percent across-the-board raise. The Finance Committee was in favor of including funding for Option 2 in the CY 2017 Operating Budget. Henry noted that, over the past two days, she and Carr met with staff members at all locations to discuss the selected option and its implementation. In response to a question from Carner, Carr stated that staff feedback was positive. Daly commended the staff for carrying out the study and Henry for leading the process. Carr noted that the proposed pay grades and classifications do not make DBRL librarians exempt employees within the new regulations.

Antonsen noted that Springsted Incorporated provides guidance for developing procedures to provide annual salary adjustments based on market and economic conditions.

Daly thanked Antonsen for her presentation and Antonsen left the meeting.

French thanked Antonsen for identifying a skilled consultant for this process and noted that Antonsen’s presentation to the Finance Committee was excellent.

Smith continued discussing the Salaries and Fringe Benefits budget.
Smith reported that Health and Dental Insurance premiums were budgeted with estimated cost increases of 8% for health and dental insurance. Smith noted that last year Health and Dental Insurance increased 9.6% and the average increase in Health and Dental Insurance costs over the past five years has been 6.9%.

Library Materials expenditures is budgeted to increase by 10% from 2016 in order to improve materials at all locations and enhance the electronic materials collection.

The General Operating budget is expected to increase slightly. This category includes MOREnet fees budgeted at a greater amount than in 2016 because the Governor withheld funds for the REAL program.

Buildings Operations and Maintenance expenditures are expected to increase mainly due to building maintenance projects that have been identified through the 2016 Facilities Assessment Report.

Contingency is budgeted at the same amount as 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.

Fund Balance is projected to decrease by $146,541 to an estimated $9,403,053 in 2017. 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. Smith noted that the amount allocated to Future Improvements to Buildings Owned by the District has been calculated using the 2016 Facilities Assessment Report.

Daly called for Public Comment on the CY 2017 DBRL Operating Budget. There were no members of the public in attendance.

As provided for on the agenda, Daly recessed the DBRL Board meeting at 6:54 p.m. for individual district board meetings. Daly called the DBRL Board to order again at 6:59 p.m.

**District Board Reports**

**Boone County Library District (BCLD):** Young reported that the BCLD Board approved the CY 2017 DBRL Operating Budget. Young also reported that the BCLD Trustees met with the Boone County Commissioners on November 1 to review the timeline and process of unifying the BCLD and CLD.

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

**Columbia Library District (CLD):** Harrison reported that the CLD Board approved the CY 2017 DBRL Operating Budget.

**New Business**

Daly noted that, unless any sudden business arises, the December 2016 meeting will not be necessary.

**ACTION:** Powell moved, Luebbert seconded cancelling the December 15, 2016 meeting of the DBRL Board of Trustees. The motion passed unanimously.
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Miscellaneous
There was no miscellaneous business.

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

Staff Comments/Announcements
Williams thanked St. John, Caitlin Waters and Jenny McDonald for their hard work preparing and launching the new DBRL website. She noted that staff are gathering feedback from patrons as they explore the new site.

Board Comments/Announcements
Young reminded the Trustees that nominations are being accepted for the 2017 One Read title.

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

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary