

**Daniel Boone Regional Library  
Minutes, Meeting of March 12, 2020**

**Call to Order, Roll Call and Determination of Quorum**

Jean Howard, President, called the meeting to order at 6:00 p.m. in the Meeting Room of the Southern Boone County Public Library (SBCPL).

Daniel Boone Regional Library (DBRL) Board members in attendance were: Bradd Anderson, Dorothy Carner, Susan Daly, Mary Fennel, Phil Harrison, Tonya Hays-Martin, Howard, August Nielsen, Khaki Westerfield and Debra Winter. Andrea Kimura, Kate Markie, Taylor Pendleton and Pat Powell were absent.

Also in attendance were Amanda Schultz of Williams-Keepers, DBRL Executive Director Margaret Conroy and staff members Amanda Burke, Melanie Henry, Kirk Henley, Sara Henry, Amanda McConnell, Ronda Mitchell, Nathan Pauley, Angela Scott, Eric Schmeck and Jim Smith.

**Public Comment**

There were no members of the public in attendance.

**Minutes**

Jean Howard asked for corrections or changes to the minutes of February 13, 2020. Hearing none, she declared the minutes approved as written.

**Monthly Reports**

**Director's Report:** Conroy reported that she and seven staff members attended the recent PLA conference in Nashville. She went to many valuable sessions and heard great speakers. Sessions included the topics of staff engagement, connecting patrons to services, and handling staff stress.

Conroy said that she has continued to visit civic/community groups in Callaway County this month and more are scheduled. She is generally met with positive reactions. Another public forum is being added in Holts Summit at a time that may attract older voters. Conroy noted that Prop L yard signs are now available. Conroy reminded the board that the new cycle of strategic planning will begin in April and a portion of the planning depends on the levy vote results. In response to a question from Hays-Martin, Conroy said that Trustees may advise people on how to vote, as they are volunteers. Conroy said that she is concerned about the growing viral pandemic and how that might affect voter turnout.

**Financial Report:** Smith noted that Cash in Custody represents the amount invested in the Boone County investment pool that is available to DBRL to draw down to pay invoices. He noted that accounting procedures require us to record the invested funds at market value on December 31, which adjusts the Cash in Custody account. The difference between the market value and the actual funds is then reversed after the beginning of the year so Cash in Custody reflects the amount that is truly available.

Smith stated that library tax revenue collected was 4% less than expected at the end of January. Internal matters at the collectors' offices may have affected recording the tax income in early 2020, and Smith will look into this if the recorded tax revenue continues to be lower than expected.

**Service Report:** Conroy said that she believes some former CCPL patrons are now patronizing HSPL, causing a portion of the decrease in visits and checkouts in Fulton. HSPL recently marked twelve months of service to the community.

**Daniel Boone Regional Library  
Minutes, Meeting of March 12, 2020**

**Pre-audit Engagement Conference with Williams-Keepers**

Smith introduced Schultz, who will lead DBRL's 2019 financial audit. Schultz distributed the audit planning communication letter from Williams-Keepers. She stated that the audit will begin on March 31 and a draft of the audit will be presented to the DBRL Finance Committee in early May. Following that review, the final audit will be presented to the Regional Board at the May meeting. Schultz noted that there are no new accounting standards to implement during this audit. She stated that LAGERS information will not be audited until next year due to the timing of LAGERS implementation. Schultz said she appreciates the opportunity to provide audit services to DBRL.

Schultz exited the meeting.

**Service Spotlight: Census 2020**

Librarian Eric Schmeck provided information on the 2020 Census, its importance, and how DBRL is disseminating information about the Census and assisting citizens with completing the survey.

Winter entered the meeting.

**Committee Report**

**Evaluation Committee:** Fennel reported that the Evaluation Committee met on February 13 to discuss the Executive Director's 2019 evaluation. The committee discussed the process and survey tool, then set the following schedule: tomorrow, an email will be sent to the full board with a link to the survey and supporting documents. The documents will include the Executive Director's position description and the 4<sup>th</sup> Quarter report on the 2019 Objectives and Tactics. Margaret will email her self-evaluation and list of goals separately. Trustees have until March 31 to submit their responses to the survey questions. The information will be compiled in April and the committee is scheduled to meet on April 30 to review the results and make recommendations. The committee will report to the full Board of Trustees at the May 14 meeting in Closed Session.

**District Board Report**

**Columbia and Boone County Library District:** Daly reported that the CBCLD Board of Trustees met prior to the regional board meeting and discussed the City of Columbia intent to replace the bus shelter on the north side of the Columbia Public Library (CPL). A new shelter installation had been discussed by the Columbia Library District board between 2015-2017, then nothing was heard about the issue again until a few months ago. The City staff have been vacillating about what they want from the library and the CBCLD Trustees are waiting for more information before taking action on the issue.

**New Business**

**Security and Emergency Management Policies:** Conroy stated that, as the COVID-19 pandemic evolved, she discovered that the library needed a policy to apply in times when the library may need to close for an extended period. The current policy, Policy 2-950 Library Closing for Severe Weather and Unusual Circumstances, has been used for situations such as short-term utility outages and snowstorms. A small edit has been made to Policy 2-950 to reference draft Policy 2-960 Public Emergencies, in the event that it is approved. The DBRL managers had an emergency meeting this morning and have made initial changes including pulling soft toys from circulation, providing more hand sanitizer and cleaning wipes, and installing more signs to encourage hand-washing. Staff are deep-cleaning the bookmobiles and calling Outreach patrons

**Daniel Boone Regional Library  
Minutes, Meeting of March 12, 2020**

prior to visiting them, to ensure that they are comfortable with visitors. Conroy has released a letter to the public about the measures. In the late afternoon, nearly all of the large libraries in Missouri announced that they are discontinuing programming and meetings. Staff are concerned about how leave and pay will be affected if library services are further limited or if the library must close. Conroy stated that if the library closes to the public, some staff members may continue to work on administrative and planning projects. Smith will ensure that enough money is on hand for bills and payroll if the library must close. Smith stated that the library requests a standard amount of funds each month and will need to provide notice to Boone County if a greater amount is required. Anderson suggested a wording edit for the draft policy.

Carner stated that the Executive Director needs to have a lot of discretion to make decisions during this rapidly-evolving situation, and does not need to consult the Board about every move.

Nielsen recommended developing tools to help managers determine who needs to stay home and who can come to work.

Conroy noted that the safety of the public is as much of a concern as the safety of staff members.

Conroy said that she would like the latitude to suspend standard policy to allow some staff members to stay home with pay if they meet certain criteria.

Daly reiterated that Conroy cannot contact every board member about each decision and said that the Board trusts her to do what is best to protect library staff and the public.

The board members voiced their general approval for Conroy to make decisions that are best for the staff and the public.

**ACTION:** Westerfield moved, Daly seconded approving Policy 2-960 Public Emergencies and Policy 2-950 Library Closing for Severe Weather and Unusual Circumstances. There was no further discussion. The motion passed.

**Other Business**

Conroy reported that she and Andrea Kimura attended MLA's Legislative Advocacy Day on March 11. She provided the legislators from the DBRL region with a handout, created by our PR department, that included the library's recent community survey results. Conroy made the handout available to the Trustees. Conroy also provided information on Prop L to the legislators from Callaway County.

Conroy added that she spoke with Rep. Ben Baker about his proposed HB2044 and let him know why libraries do not need oversight panels and how libraries are configured under Missouri law.

**Staff Comments/Announcements**

There were no staff comments or announcements.

**Board Comments/Announcements**

Hays-Martin stated that she recommended DBRL's wi-fi hotspots to a friend and then was surprised to see that there were 96 holds. She asked how many hotspots DBRL owns. Pauley said that DBRL owns 24 hotspots and the checkout period is one week, so they circulate quickly. In response to a question from Fennel, Conroy said that the devices are free to the library; the cost is the monthly service fee. In response to a question from Hays-Martin, Conroy said that the provider is T-Mobile.

**Daniel Boone Regional Library**  
**Minutes, Meeting of March 12, 2020**

**Adjournment**

Hearing no further business, Howard adjourned the meeting at 7:04 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

---

Board Secretary