

**Daniel Boone Regional Library  
Minutes, Meeting of May 14, 2020**

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

Jean Howard, President, called the meeting to order by Zoom video conference at 6:02 p.m.

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

Also in attendance were Amanda Schultz and Mercedes Nute of Williams-Keepers, DBRL Executive Director Margaret Conroy and staff members Elinor Barrett, Amanda Burke, Kirk Henley, Melanie Henry, Sara Henry, Sarah Howard, Ronda Mitchell, Nathan Pauley, Angela Scott, Jim Smith, Mitzi St. John and Lauren Williams.

**Public Comment**

There were no members of the public in attendance.

**Minutes**

Howard asked for corrections or changes to the minutes of March 12, 2020. Hearing none, she declared the minutes approved as written.

**Monthly Reports**

Director's Report: Conroy noted the draft annual report included in the packet and stated that the full-sized report will arrive by mail to all households in the region soon.

Conroy reminded the Trustees that the tax levy is still on the ballot in Callaway County even though the election was postponed to June 2.

Conroy reported that the implementation of the NOVAtime timekeeping software has been delayed to mid-June, as managers are currently busy with initiating the curbside holds delivery, inventorying the collections, and other tasks.

Conroy reported that several managers worked diligently through the closure to maintain essential services. She thanked Jim Smith and Diana Buckner for their work with finances and payroll, Russ Niermeyer for his oversight of the physical facilities, Nathan Pauley and Mandy McConnell for keeping patrons connected to electronic services and registering new patrons, the IT department for keeping everyone connected, and the PR staff for keeping the public informed about available services.

Financial Report: Smith reviewed the Final December 2019 financial statement. He stated that final total revenue collection was more than budgeted, and the final total expenditures were under budget. Therefore, the amount spent from Fund Balance was less than half the amount budgeted.

Smith reviewed the April 2020 financial statement, stating that total revenue is currently lower than the year-to-date-revenue as of April 2019. He expects library tax revenue to be under budget at the end of the year. Additionally, no further State Aid is expected from the State of Missouri for the remainder of 2020 or for 2021.

Smith reported that the library closure will cause the Copy Machines and Other Income lines to be less than budgeted this year. Expenditures are currently lower than budgeted, in part due to staff turnover and not using some budgeted staff hours during the closure. Smith anticipates the decrease in expenditures offsetting in part the decrease in revenue.

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Service Report: Conroy stated that the reports reflect the first six weeks of closure due to the COVID-19 pandemic. Kimura noted the strong increase in e-resources.

**Finance Committee Report**

Carner reported that the Finance Committee met on May 5 and reviewed the 2019 audit with Amanda Schultz of Williams-Keepers. The committee also reviewed and approved the 2019 Cost Allocation report, which breaks down annual expenses by district.

Schultz reviewed the Audit Summary Report, reporting that DBRL has received an unmodified opinion, meaning that users of DBRL's financial statements can rely on their accuracy. Schultz noted the table with the general position of DBRL's assets, liabilities, revenues and expenditures and said that more detail on the statements is available in the full Audit Report. Schultz stated that the auditors found no unusual or significant transactions and there were no changes in accounting policies that affected the 2019 audit. A change regarding leases was expected to take effect next year, but GASB has postponed implementation for at least one year.

Schultz noted that Smith prepared the financial statements and thanked him for that work. Schultz reported that the auditing team found estimates to be reasonable and disclosures neutral and clear. No misstatements were detected in the accounting records. The audit team had full cooperation with management and no disagreements.

Schultz stated that the auditors found no material weaknesses in internal controls. She noted that last year's recommendation that DBRL implement electronic time cards is restated in this year's audit even though DBRL is planning to implement that system soon, as noted earlier in the meeting by Conroy.

Markie thanked Smith for the clear explanations in the financial statements.

**ACTION:** The motion to approve the 2019 Audit Report came as a motion from the DBRL Finance Committee and did not need a second. A roll call vote was taken and the motion passed unanimously.

Schultz and Nute exited the meeting.

**COVID-19 Outbreak**

Reopening: Conroy reviewed the phased reopening plan developed by staff. Currently, the library is in Phase 3 in which the book drops are open and holds are turned on so that patrons can pick up materials in library parking lots. The next phase includes opening with patron occupancy limits and limited access to computers and materials, as well as developing more online content for patrons. Conroy reviewed general staff comfort levels with returning to the physical workplace and working with the public, as well as the precautions that have been put in place to keep staff safe and healthy.

In response to a question from Markie, Conroy said that managers are considering time-limited patron visits. In response to questions from Kimura and Hays-Martin, Conroy explained how occupancy limits are calculated at each branch. In response to a question from Kimura, Conroy said that patrons will be encouraged to wear masks and use the extra sanitizer stations throughout the facilities. She would have to get a legal opinion on if DBRL could require patrons to wear masks. In response to a question from Pendleton, Conroy said that staff have been asked to wear masks unless they are unable due to a medical condition. In response to a question from

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Harrison, Conroy said that plexiglass shields for public service desks and the circulation desks are on order and expected to arrive soon.

In response to a question from Kimura, Conroy said that patrons who use the self-check machines will be encouraged to sanitize their hands before and after, and staff members will be assigned to clean the machines regularly throughout the day. Conroy added that she expects DBRL to access CARES grant funding to add or replace self-check machines at CCPL, SBCPL and HSPL.

Carner expressed her concern with patrons not taking precautions. In response to a question from Carner, Conroy said that materials are being quarantined for 72 hours, which is the best guidance currently available. Fennel stated that some libraries are having patrons sign waivers before accepting checked out materials.

Powell stated that the Board should rely on library management to determine the best timing for reopening based on the most current information and multiple Trustees voiced their agreement. No motion to set a specific opening date was heard.

Draft Policy 1-345 Families First Coronavirus Response Act (FFCRA) and Extended Family Medical Leave Act (EFMLA): Melanie Henry stated that the new policy has been drafted so that staff can quickly access the information from the two new federal acts. In addition, the draft includes the option for DBRL staff to use their accumulated PTO to supplement the federal leave when the reimbursement rate is 2/3 of regular pay. Henry stated that DBRL legal counsel has reviewed the draft policy.

In response to a question from Pendleton, Henry said that there is no clear answer as to what a staff member will do once all their potential leave sources are depleted. The managers will take those situations individually. Henry clarified that the federal leave is separate from DBRL leave benefits and is available to every employee no matter how many hours they work.

**ACTION:** Nielsen moved, Daly seconded approving draft Policy 1-345 Families First Coronavirus Response Act (FFCRA) and Extended Family Medical Leave Act (EFMLA).

In response to a question from Hays-Martin, Henry stated that employees are being paid for their regularly scheduled work hours through May and expected to resume taking leave for any time away from their scheduled hours in June. Therefore, the new policy takes effect June 1.

**ACTION:** A roll call vote was taken and the motion passed.

In response to a question from Pendleton, Conroy confirmed that staff were paid for their regularly scheduled work hours in April.

**Other Business**

There was no other business.

**Staff Comments/Announcements**

There were no staff comments or announcements.

**Board Comments/Announcements**

There were no comments or announcements from the Trustees.

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**Evaluation Committee Report**

Fennel reported that the committee met at 5:00 p.m. on this date and discussed the results of the board survey in Closed Session. The recommendations made by the committee will be taken up by the full Board of Trustees. Fennel thanked Melanie Henry for her help with the committee's work.

ACTION: Harrison moved, Pendleton seconded entering closed session concerning matters of personnel as authorized under RSMo 610.021(3). The vote was taken by roll call: Anderson – yes; Carner – yes; Daly – yes; Fennel – yes; Harrison – yes; Hays-Martin – yes; Howard – yes; Kimura – yes; Markie – yes; Nielsen – yes; Pendleton – yes; Powell – yes; Westerfield – yes; Winter – yes.

The committee entered Closed Session at 6:58 p.m.

The committee exited Closed Session and resumed Open Session at 7:06 pm.

Kimura reported that the board voted to approve the recommendations from the Evaluation Committee.

**Adjournment**

Hearing no further business, Howard adjourned the meeting at 7:11 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary