

**Daniel Boone Regional Library  
Minutes, Meeting of August 13, 2020**

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

August Nielsen, President, called the meeting to order by Zoom video conference at 6:01 p.m.

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

Also in attendance were DBRL Executive Director Margaret Conroy and staff members Elinor Barrett, Amanda Burke, Kirk Henley, Melanie Henry, Sara Henry, Sarah Howard, Mandy McConnell, Nathan Pauley, Jim Smith, Mitzi St. John and Lauren Williams.

**Public Comment**

There were no members of the public in attendance.

**Minutes**

Nielsen asked for corrections or changes to the minutes of July 16, 2020. Hearing none, he declared the minutes approved as written.

**Monthly Reports**

**Director's Report:** Conroy reported that staff are seeing more instances of patrons not wearing masks correctly, especially at the Columbia Public Library and Callaway County Public Library. Staff are concerned about health repercussions and are becoming stressed due to negative interactions. Security officers have been useful as some patrons have been in compliance to the point where they were temporarily banned from the building.

Conroy noted that she does not plan to make any changes to current service levels and open hours at this point. Schools will be starting their fall semesters within the month and Conroy will be closely observing what effect that has on infection levels.

Conroy announced that she was contacted by the owner of Summit Plaza, Dr. Joe Wang, who is interested in renegotiating the Holts Summit Public Library rent. After several conversations with Dr. Wang, Conroy consulted Paul Land about getting more information on property values and tax rates in Holts Summit. In response to a question from Kimura, Conroy reviewed the current lease terms. In response to a question from Markie, Conroy said that there is no contractual restriction as to the length of lease agreement DBRL may enter into. Conroy noted that there is a benefit to knowing the library will remain in the same space for a number of years; however, there is also a risk with entering a long-term agreement as no one knows how circumstances will change in the future. Conroy will keep the board informed of further developments.

Lastly, Conroy announced a gift to the library of an autoharp. The Children's team is excited to incorporate the instrument into programming.

**Financial Report:** Smith stated that he continues to expect DBRL to collect less tax revenue than budgeted in 2020. However, expenditures are also anticipated to be under budget such that no budget amendments will be necessary.

**Service Report:** Conroy stated that she is pleased that Circulation totals, while 20% lower in comparison to 2019, are not as low as expected with the shorter open hours and fewer patron

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visits. Conroy pointed out that Program Attendance is higher than the previous year's total. This is due to online program views now included in this category.

**Committee Reports**

**Finance Committee:** Howard reported that the committee met on August 4 and passed a motion recommending the DBRL Board of Trustees approve the CY 2021 Preliminary DBRL Operating Budget.

Smith presented a summary of the budget, noting that the Finance Committee reviewed the budget in detail. Smith reminded the board that approval of the preliminary budget does not give staff the authority to expend funds for 2021. The budget serves to illustrate the need for the tax rates that will be set by the district boards at their upcoming meetings, as well as to provide a framework for the final draft budget, which will be presented at the November board meeting.

Pendleton entered the meeting.

In response to a question from Nielsen, Smith stated that DBRL's health insurance broker looks at the market each year to find the best rates for the library. In response to a question from Kimura, Smith said that several years ago DBRL looked at joining with another local employer in a benefits pool to improve the library's health care rates. Henry said that DBRL opted to not pursue that strategy in part because such a move would result in major changes for DBRL staff.

**ACTION:** Nielsen stated that the motion came from the Finance Committee recommending approval of the CY 2021 Preliminary DBRL Operating Budget. There was no further discussion. The vote was taken by roll call: Anderson – yes; Carner – yes; Fennel – yes; Harrison – yes; Hays-Martin – yes; Howard – yes; Kimura – yes; Markie – yes; Nielsen – yes; Pendleton – yes; Westerfield – yes. The motion passed.

**New Business**

**Policy Review:** Henry stated that all three HR policies were sent to DBRL legal counsel for review. The changes to Policy 1-210 EEO were suggested to match the language of the City of Columbia ordinance and publications of the Equal Employment Opportunity Commission. There are no suggested changes to Policy 1-220 Nature of Employment. Changes to Policy 1-295 Voluntary Resignations were made to put in policy the current practice of limiting staff use of PTO during their notice period prior to resignation or retirement.

**ACTION:** Howard moved, Anderson seconded approving Policy 1-210 EEO with the recommended changes. The motion passed.

**ACTION:** Hays-Martin moved, Kimura seconded approving Policy 1-295 Voluntary Resignations with the recommended changes. The motion passed.

Conroy reviewed the purpose of Policy 2-617 Code of Ethics, Public Disclosure and noted that the library's attorney suggested no changes to the policy.

**ACTION:** Markie moved, Pendleton seconded approving Policy 2-617 Code of Ethics, Public Disclosure with the recommended changes. The motion passed.

**Other Business**

There was no other business.

**Staff Comments/Announcements**

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There were no staff comments or announcements.

**Board Comments/Announcements**

Nielsen stated, and his fellow trustees agreed, that he knows staff are doing their best in difficult circumstances. He encouraged the staff to remain resilient. Conroy promised to relay his message of support to the full staff.

**Adjournment**

Hearing no further business, Nielsen adjourned the meeting at 6:47 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary