

**Daniel Boone Regional Library  
Minutes, Meeting of September 10, 2020**

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

August Nielsen, President, called the meeting to order by Zoom video conference at 6:00 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, Pat Powell and Khaki Westerfield. Susan Daly, Taylor Pendleton and Debra Winter were absent.

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

**Public Comment**

There were no comments from the public in attendance.

**Minutes**

Nielsen asked for corrections or changes to the minutes of August 13, 2020. Hearing none, he declared the minutes approved as written.

**Monthly Reports**

**Director's Report:** Conroy reported that, in addition to encouragement that staff have been receiving recently in the form of donations and notes, Burke created a wall display at CPL of dozens of patron compliments to boost staff morale.

Conroy reminded the Trustees that One Read programs are underway and will culminate with a virtual author talk on September 22.

Conroy reported that administrative staff have researched the payroll tax deferral option that was issued by executive memorandum from the White House in August. Smith looked into guidance from the IRS and found limited information. Conroy noted that if an employee's payroll tax was deferred and the employee resigned prior to repayment, the library would be left with that liability. For this and other reasons, staff determined to not offer the option to DBRL employees. Conroy has not heard any objections to the decision.

Conroy announced that Ronda Mitchell is retiring at the end of September after working for DBRL for over 25 years in various positions, culminating with her service as manager of the Southern Boone County Public Library. The position is posted and the library is currently accepting applicants.

**Financial Report:** Smith stated that revenue is under budget and expected to be so at the end of 2020. However, with the decrease in expenditures, the budget should balance by end of year.

In response to a question from Nielsen, Smith said that he does expect revenue collection to continue similarly for the rest of 2020. Next year, Smith estimates a 3% decline in tax revenue collection and will develop scenarios to guide the board and staff's action if collection is significantly more or less than anticipated.

**Service Report:** Conroy stated that the 14% decline in circulation compared to August 2019 is better than expected and is an improvement on the 20% decline shown in July 2020 compared to July 2019.

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The Books By Snail (BBS) program wrapped up in August and staff were glad to see more teens participating this summer. Staff worked hard to share information about the program to rural educators and students, as they were not able to promote the program in schools as in past years.

**District Board Reports**

Callaway County Library District: In Pendleton's absence, Burke reported that the CCLD board met on August 25 and held a public hearing before voting to set the 2020 tax rate at 26.9 cents per \$100 of assessed valuation. She noted that the board also discussed the costs and benefits of renaming the Callaway County Public Library, but no action was taken that evening.

Columbia and Boone County Library District: Kimura reported that the CBCLD board met on August 13 and held a public hearing before voting to set the 2020 tax rate at 30.64 cents per \$100 of assessed valuation, which is the same rate approved in 2019.

Kimura stated that the board also voted on this year's district officers, electing Daly as President, Kimura as Vice-President and Anderson as Secretary/Warrant Officer.

**New Business**

Policy Review: Conroy stated that there are no suggested changes to Policy 1-281 Disciplinary Action. The board had no further edit suggestions.

**ACTION:** Howard moved, Powell seconded approving Policy 1-221 Compensation with the recommended changes.

Henry said that the proposed edits are clarifications but do not represent changes to how staff is compensated. In response to a question from Hays-Martin, Henry explained the quarterly lump sum practice for staff at the top of their pay grades. In response to a question from Westerfield, Nielsen stated that the current Missouri minimum wage is \$9.45 and Henry said that the DBRL minimum wage is \$9.70, which will be adjusted when the Missouri minimum wage changes to \$10.30 per hour in January 2021.

**ACTION:** The motion passed.

**ACTION:** Howard, Markie seconded approving Policy 2-655 Computer and Internet Use with the recommended changes.

Conroy noted that the principal change being proposed is to institute the use of a content filter on internet access inside DBRL buildings. DBRL is currently the only library in the state that does not filter. Conroy provided background on DBRL's decision to not employ filters when the Children's Internet Protection Act (CIPA) was passed in 2002. She described how both filtering software and patrons' use of library computers have changed in the meantime. In addition, because DBRL does not filter, the library cannot access federal LSTA funds for internet-related purchases. Conroy said that DBRL would use the lowest level of filtering that would comply with CIPA. The policy change will not be noticeable to most adults; however, an adult may request that the filter be removed during their computing session. Filtering would not affect what children can access online at the library.

In response to a question from Markie, Conroy confirmed that modern filters are better at not excluding topics that patrons wish to access for legitimate research purposes (such as for medical research).

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In response to a question from Markie, Conroy said that there are no relevant lawsuits against libraries about the type of filtering that is being proposed, but a library has been sued for over-filtering content.

In response to a question from Kimura, Conroy confirmed that if a filter is removed for an adult patron, the content accessed must still meet the parameters of the DBRL Behavior Policy. Margaret suggested that staff may have fewer instances of Behavior Policy violations if the filter is in place and adults have to ask a staff member for its removal.

In response to a question from Hays-Martin, Conroy said that the wi-fi hotspots are filtered at the provider (T-Mobile) level and not by DBRL.

In response to a question from Carner, Conroy said that she has not seen the specific categories of content that will be blocked by filtering, but staff will ensure it is the minimum level to qualify for LSTA funds. The filter settings can be changed in the future.

Because the majority of patrons will not experience a change to their computing experience, there are no plans to announce the changes publicly.

ACTION: The motion passed.

Conroy said that she would provide the board with an update on the filter implementation in about six months.

**Other Business**

There was no other business.

**Staff Comments/Announcements**

Henry announced that the library will be closed on Columbus Day, October 12, for the annual Staff Day. This year's event will involve both in-person opportunities for CPR recertification and flu shots, and online learning components.

**Board Comments/Announcements**

There were no comments or announcements from the board.

**Adjournment**

Hearing no further business, Nielsen adjourned the meeting at 6:38 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary