

**Daniel Boone Regional Library  
Minutes, Meeting of October 15, 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, Susan Daly, Mary Fennel, Phil Harrison, Tonya Hays-Martin, Jean Howard, Andrea Kimura, Kate Markie, Nielsen, Pat Powell, Nate Suttentfield, Khaki Westerfield and Debra Winter.

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

**Public Comment**

There were no members of the public in attendance.

**Minutes**

Nielsen asked for corrections or changes to the minutes of September 29, 2020. Hearing none, he declared the minutes approved as written.

**Monthly Reports**

Director's Report: Conroy reported that, although no in-person programs or meetings are taking place at the library branches, DBRL has been able to partner with some community groups to hold time-sensitive election- and Census-related events recently.

Conroy announced that the DBRL Foundation is raising funds to cover the subscription cost of tutoring software Brainfuse, and the purchase of the subscription will be announced next week. As approved by the board at the September 29 meeting, Conroy has also applied for Boone County CARES Act funding to put toward the cost.

Conroy stated that Summer Reading sign-ups and completions were down from 2019. However, about 3,500 people still enrolled and many participants expressed their gratitude that the program was held this year. Books By Snail also reached many children in the rural areas of the counties.

Conroy said that One Read was successful in spite of the quick pivot to on-line programming. The author's event was very successful and well-attended.

Conroy reported that there are still some issues with patrons who will not wear a mask or who wear the mask incorrectly, which contributes to staff stress. In response to questions from the Trustees, Conroy explained how staff approach patrons without masks and described what alternatives are offered to any patron who cannot or won't wear a mask.

Financial Report: Smith reviewed property tax collection in both districts and stated that he believes, overall, the revenue category will be at or slightly above budget at the end of 2020. This is due in part to the resolution of some protested tax payments.

Smith stated that Total Expenditures are currently under budget and are expected to remain under budget at year end.

Service Report: Conroy reported that service statistics continue to regain ground as patrons resume visiting the library branches. In response to a question from Hays-Martin, Conroy stated that staff will develop a plan to reopen all services over the course of 2021. However, the Holts Summit Public Library will expand its hours in January 2021, as promised to voters and funded by the tax levy increase.

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**Committee Report**

Nominating Committee: Kimura reported that the committee met today, prior to the Regional meeting, and nominated Mary Fennel to serve out the 2020-21 Board Year as Vice-President subsequent to the resignation of Taylor Pendleton.

**ACTION:** The motion came from the committee and therefore did not require a second. There was no further discussion and the motion passed.

**New Business**

Bank Accounts: Smith reviewed the process of evaluating the RFP responses. Smith, Conroy, and Diana Buckner concluded that The Callaway Bank offers DBRL the best service and interest rate for the lowest fee. The Callaway Bank also has at least one location in Ashland, Columbia and Fulton.

In response to a question, Smith explained why a two signature requirement was no longer effective.

**ACTION:** Powell moved, Markie seconded adopting the resolution to open an interest bearing checking account with The Callaway Bank and give staff members the capabilities described, as well as authorizing the Executive Director or Director's designee to close the library's operating account with Simmons Bank. The motion passed.

Policy Review: Henry reviewed the three policies, including the recommended edits to Policies 1-290 and 1-294. There was no further discussion.

**ACTION:** Howard moved, Westerfield seconded approving Policy 1-290 Complaint of Employment Discrimination and Policy 1-294 Absences & Tardiness with the recommended edits. The motion passed.

Thanksgiving Holiday: Conroy explained that she would like to reward staff for their hard work during this stressful year by designating Friday, November 27, as a holiday and award three hours of holiday pay to non-benefited library staff.

Carner inquired if the designation should be made permanent, and Conroy stated that she will return to the board in 2021 with a proposal to exchange Thanksgiving Friday, currently a regular work day, for the Columbus Day holiday in the future, unless there is a great deal of community pushback from the closure this year.

**ACTION:** Carner moved, Howard seconded approving designating Friday, November 27, as a closed, paid Holiday and authorizing the one-time award of three (3) hours of holiday pay to non-benefited library staff. The motion passed.

**Other Business**

There was no other business.

**Staff Comments/Announcements**

Conroy announced that librarian Eric Schmeck has been promoted to Manager of the Southern Boone County Public Library (SBCPL). Schmeck has been at DBRL for 22 years and will take on the new position beginning November 1. His current position will be temporarily frozen while staffing levels are reassessed.

**Board Comments/Announcements**

Powell reported that she was recently in Ste. Genevieve and received glowing comments from a community member there about DBRL.

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In response to a question from Hays-Martin, Conroy stated that retired SBCPL manager Ronda Mitchell did not wish to have a public celebration and received cards and donations from staff to mark her retirement.

**Adjournment**

Hearing no further business, Nielsen adjourned the meeting at 6:36 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary