

**Daniel Boone Regional Library
Minutes, Meeting of March 11, 2021**

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, Nate Suttentfield, Khaki Westerfield and Debra Winter. Susan Daly was absent.

Also in attendance were Mercedes Kindle of Williams-Keepers LLC, MU student Kailey Beaty, DBRL Executive Director Margaret Conroy, and staff members Elinor Barrett, Amanda Burke, Melanie Henry, Sara Henry, Kirk Henley, Mandy McConnell, Nathan Pauley, Abbey Rimel, Eric Schmeck, Angela Scott, Jim Smith, Mitzi St. John and Lauren Williams.

Conroy noted that Beaty was attending as part of her research for a class project.

Public Comment

There were no members of the public in attendance.

Minutes

Nielsen asked for corrections or changes to the minutes of February 11, 2021. Hearing none, he declared the minutes approved as written.

Monthly Reports

Director's Report: Conroy reported that signs on bollards have been installed at dedicated pickup spots to facilitate permanent curbside service at the Callaway County, Southern Boone County and Columbia Public Libraries.

Conroy and DBRL managers have been discussing how to safely reopen branch hours. The comfort level with reopening is expected to increase as the percentage of fully vaccinated staff increases. She is hopeful that 80% of staff will be vaccinated by the end of May. Staff are self-reporting their vaccination status if they are comfortable doing so. Conroy said no in-person programming will be scheduled through most of 2021, but she would like to resume open hours and add some furniture back to the public spaces over the next months.

Conroy noted that the Winter Reading program was successful in getting families to read together and the number of participants who completed their reading goals was high.

Conroy announced that Stellan Harris has been hired as Public Services Librarian and he will attend the April board meeting.

Financial Report: Smith stated that the Columbia and Boone County Library District revenue is on track to meet the budget estimate, whereas Callaway County Library District revenue is expected to exceed budget by year-end. He also anticipates that total expenditures will be under budget at year-end. Conroy noted that this is due in part to the hiring freeze that was implemented in 2020. She said that some selective hiring has begun, and several key positions need to be filled prior to reinstating hours at the three branches that are still operating under reduced open hours.

Fennel entered the meeting.

Service Report: Conroy stated that the circulation of digital materials continues to be strong. She added that the door counter at CCPL has been fixed.

Pre-Audit Engagement with Williams-Keepers

Kindle stated that the 2020 audit is scheduled to begin the week of April 5. Kindle and Amanda Schultz will lead the audit team that will review the DBRL financial statements. The draft results will

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be reviewed with the Finance Committee in early May and the final results will be reviewed with the full Board of Trustees on May 13.

Committee Reports

Evaluation: Powell reported that the committee met on March 3 to discuss the Executive Director's 2020 evaluation survey and timeline. The committee made a small change to the survey rating scale based on a Trustee recommendation from last year. Powell reviewed the timeline for the evaluation and reminded the Trustees that the director's evaluation is one of their most important tasks as Trustees.

Melanie Henry stated that she would email the Trustees the link to the Google form the next day, and asked them to let her know if they encounter technical issues.

In response to a question from Westerfield, Conroy stated that she will email a self-evaluation narrative to the board within the next two workdays.

In response to a question from Markie, Henry said that over the past two years, committee members worked hard on matching the questionnaire to the director's job description, so there were no changes to the survey questions this year.

Long-Range Planning: Carner stated that the committee met prior to the regional meeting and discussed the Strategic Plan. The committee passed a motion recommending that the previous plan, which covered 2018-2020, be extended to 2022. The committee also reviewed the draft 2021 Objectives and Tactics in detail and recommended approving that document.

Barrett provided an overview of the 2021 Objectives and Tactics.

ACTION: The recommendation to extend the 2018-2020 Strategic Plan through 2022 came as a motion from the committee and did not need a second. There was no further discussion. The motion passed.

ACTION: The recommendation to approve the 2021 Objectives and Tactics came as a motion from the committee and did not need a second. There was no further discussion. The motion passed.

New Business

Policy Review: Melanie Henry reviewed Policy 1-291 Sexual Harassment, noting that the document was sent to the library's legal counsel for review and the suggested edit is to include language from the U.S. Equal Employment Opportunity Commission (EEOC) to provide further explanation of what falls under the category of sexual harassment. Henry told the Trustees that all employees sign a statement when they are hired acknowledging that they have read and understand this policy.

ACTION: Powell moved, Kimura seconded approving Policy 1-291 Sexual Harassment with the suggested edit. There was no further discussion. The motion passed.

Conroy reviewed the draft edits to Policy 2-623 Holidays, which were made to mirror Policy 1-326 Paid Holidays, the staff-facing policy that describes holiday leave benefits. Conroy noted that the suggested new title for Policy 2-623 is Library Closings (Scheduled) to distinguish its purpose from Policy 2-950, which covers library closings in severe weather or other unforeseen circumstances.

ACTION: Anderson moved, Markie seconded approving Policy 2-623 Library Closings (Scheduled) with the suggested edits. There was no further discussion. The motion passed.

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Henry discussed Policy 1-345 Families First Coronavirus Response Act (FFCRA) and Expanded Family Medical Leave Act (EFMLA), which the staff had hoped to review and extend at this meeting. She noted that a new Federal stimulus bill was passed today that may affect what leave options are available to staff, so the policy will be reviewed for further recommendations.

Henry noted that, in the year since Policy 1-345 was first adopted, DBRL employees have used just under 800 hours of leave through its provisions. She said that the staff have appreciated having access to more leave options during the pandemic. Henry reminded the Trustees that DBRL does not qualify for the tax credits that other employers receive for offering FFCRA and EFMLA leave, but the cost of voluntarily providing the leave is balanced out by the savings gained during the hiring freeze.

Conroy stated the policy will be brought back to the Trustees for a vote either in a special meeting at the end of the month or at the April meeting.

Other Business

There was no further business.

Staff Comments/Announcements

There were no comments or announcements from the staff.

Board Comments/Announcements

Anderson suggested looking at organizations like MU Extension for synergies and partnerships.

Adjournment

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

Minutes recorded by Amanda Burke, DBRL staff.

Board Secretary