

**Daniel Boone Regional Library  
Minutes, Meeting of November 12, 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, Susan Daly, Mary Fennel, Tonya Hays-Martin, Jean Howard, Andrea Kimura, Kate Markie, Nielsen, Pat Powell, Nate Suttentfield, Khaki Westerfield and Debra Winter. Phil Harrison was absent.

Also in attendance were DBRL Executive Director Margaret Conroy and staff members Elinor Barrett, Amanda Burke, Melanie Henry, Sara Henry, Kirk Henley, Amanda McConnell, Nathan Pauley, Abbey Rimel, Angela Scott, 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 October 15, 2020. Hearing none, he declared the minutes approved as written.

**Monthly Reports**

Director's Report: Conroy reported that staff are paying close attention to officials' guidance to businesses and organizations regarding the rising level of COVID-19 infections locally. She will inform the board if staff feel that changes to library services are warranted. Conroy noted that, although some patrons continue to have difficulty adhering to DBRL's mask rule, other patrons have been showering the staff with comments in support of and appreciation for their work for the libraries and attention to safety.

Conroy stated that the 2020 DBRL Foundation fundraising campaign is going well and the first year of the Brainfuse subscription will be covered. The addition of the tutoring resource was well-covered by the media.

Financial Report: Smith stated that he continues to expect 2020 property tax collection to meet or be above budget at the end of the year. State Aid collection is close to the budget projection. Total expenditures are expected to be below budget for the year.

Markie entered the meeting.

Service Report: Conroy reported that online library programs have had high participation. She is happy that people are adapting to connect with their library in different ways.

In response to a question from Kimura, Burke clarified that when patrons view content posted to independent sites such as YouTube, their visits are not counted in Page Views, which only counts visits to the DBRL web pages. However, the views are counted in Program Attendance. Williams stated that virtual program attendance is counted during performances streamed live on Facebook and also for one week after a recording is posted to YouTube. Scott added that it is unknown how many people are watching together during one "view" of a program.

**Committee Report**

Finance Committee: Howard stated that the Finance Committee met on November 4 and reviewed the CY 2021 Operating Budget in detail. She reported that the committee passed a motion recommending the DBRL Board approve the CY 2021 Operating Budget.

Smith reviewed the summary budget and expected Fund Balance at the end of 2021. For both revenue and expenditure categories, he explained circumstances leading to changes in budgeting between 2020 and 2021. He noted that, due to the ongoing pandemic and not knowing what effect it will have on tax

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revenue, staff prepared alternative spending scenarios that will be employed if revenue does not meet the budgeted amount.

In response to a question from Nielsen, Smith explained how Investment Interest is calculated.

In response to a question from Fennel, Conroy reported that the HSPL rent was agreed upon after discussions with the property manager and DBRL legal counsel. DBRL will pay \$62,424 for each of the next two years, at which time the amount will increase if both parties agree to renew the agreement.

**ACTION:** The motion came from the committee and therefore did not require a second. The vote was taken by roll call: Anderson - yes; Carner - yes; Daly - yes; Fennel - yes; Hays-Martin - yes; Howard - yes; Kimura - yes; Markie - yes; Nielsen - yes; Powell - yes; Sutenfield - yes; Westerfield - yes; and Winter - yes. The motion passed.

**New Business**

**Policy Review:** Henry reviewed the three policies and noted that no edits are suggested. She added that Policy 1-241 Drug & Alcohol-Free Workplace was reviewed by DBRL's legal counsel in order to determine if edits were needed to comply with the recent passage of Missouri's medical marijuana law. Because of the Federal Drug-Free Workplace Act, DBRL's policy stands as-is, meaning that even if employees are using legally-prescribed medical marijuana, they cannot be at work while impaired or consume prescribed marijuana on library property.

Rimel entered the meeting.

In response to a question from Nielsen, Henry stated that employees accrue leave during their probation period but cannot use PTO. However, they can use Personal Leave. This arrangement has not been an issue, to her knowledge.

In response to a question from Nielsen, Henry said that DBRL does not use trainee job descriptions.

**December Board Meeting:** Conroy noted that the meeting is typically cancelled unless there is pressing business, and she knows of none at this time.

**ACTION:** Powell moved, Howard seconded cancelling the December 10, 2020 DBRL Board meeting, provided there is no business to address. The motion passed.

**Other Business**

Conroy reminded the board that they may turn in 2020 mileage reimbursement forms to claim mileage for meetings attended in-person this year.

Conroy informed the board that they are invited to register as ALA members and receive, among other communications, the magazine American Libraries.

**Staff Comments/Announcements**

Williams thanked the board on behalf of staff, and specifically Public Services staff, for agreeing to close CPL on November 3 for Election Day and for making the day after Thanksgiving a holiday this year.

**Board Comments/Announcements**

Kimura stated her approval of including a pay raise in the budget even as the budget may be constricted in 2021, noting that it shows how committed the management is to DBRL employees.

In response to a question from Winter, Conroy stated that the application to Callaway County for CARES Act funds was successful. Conroy thanked Winter for informing her of the opportunity. Conroy added that DBRL is still awaiting the results of the CARES Act funding application to Boone County.

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**Adjournment**

Hearing no further business, Nielsen adjourned the meeting at 6:41 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary