

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

Also in attendance were MU student Maria Martin, DBRL Executive Director Margaret Conroy, and staff members Amanda Burke, Stellan Harris, Melanie Henry, Sara Henry, Sarah Howard, Mandy McConnell, Nathan Pauley, Eric Schmeck, Angela Scott, Mitzi St. John and Lauren Williams.

Conroy introduced Harris, the newest DBRL librarian, and Martin, who is a practicum student working with Howard.

Public Comment

There were no members of the public in attendance.

Minutes

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

Monthly Reports

Director's Report: Conroy provided an update on CFO Jim Smith, who is on medical leave. He will return to work on April 26.

Conroy noted that she will be out of the office beginning April 23, returning on May 3.

Conroy reported that DBRL staff are making incremental changes to services as the staff and community vaccination levels grow. The expansion of open hours at the Southern Boone County Public Library has gone well. Once an additional librarian is hired at the Callaway County Public Library (CCPL), its hours will be expanded as well. Several staff members must be hired before the Columbia Public Library (CPL) can expand hours. Per staff self-reporting, about 87% of staff have had one or both doses of a COVID-19 vaccine.

In response to a question from Westerfield, Conroy said that before the Friends of the CPL can accept new book donations, they must sell some of the inventory they have had since last year. The group met on the previous evening and is discussing how to hold book sales while incorporating social distancing. Conroy hopes that book donations can resume by the end of 2021. Fennel reported that the Friends of the CCPL have not discussed resuming operations.

Conroy noted the new chat and book recommendations services described in her written report. She said that the volume of initial Book Oracle requests was greater than anticipated and has required the skills of more staff members than originally expected. In response to a question from Nielsen, Williams described the Book Oracle process and provided a link for Trustees to try out the service.

Markie stated that she appreciates the notations in Conroy's written report as to which Strategic Plan goals are met by each item in the report.

Financial Report: Conroy stated that the format of the report may change in upcoming months as staff explore the reporting functions of the accounting software. Conroy said that revenue is as expected for this time of the year. She noted that DBRL received a premium rebate of about \$4,000 from the workers' comp insurance due to the facilities' extended closure in 2020. Conroy also reported that she expects to receive more Athletes & Entertainers funding from the State of Missouri than was budgeted for 2021.

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Conroy noted that she has been working with the auditors in Smith's absence and has learned a lot about DBRL's financial processes and procedures.

Service Report: Conroy reminded the board that the positive percentages compared to the previous March are due to the stay at home order that resulted in the library closure, which began on March 17, 2020. She said that it will likely take another full year to understand the pandemic's full effect on the statistics. Conroy noted that online program attendance continues to be high.

New Business

Policy Review: Melanie Henry reviewed each policy and explained the suggested edits. She also reviewed the history of Policy 1-324 Funeral Leave. Henry reminded the Trustees that DBRL is participating voluntarily in offering leave pursuant to the Families First Coronavirus Response Act (FFCRA) and the Expanded Family Medical Leave Act (EFMLA).

ACTION: Powell moved, Howard seconded approving Policies 1-310 Employee Insurance Plans, 1-324 Funeral Leave and 1-345 FFCRA and EFMLA with the suggested edits. There was no further discussion. The motion passed.

Other Business

There was no further business.

Staff Comments/Announcements

Williams reminded the Trustees to vote for the 2021 One Read title. She noted that this is the 20th anniversary year of One Read.

Board Comments/Announcements

Powell reminded the Trustees that the Evaluation Committee meets on April 28. Conroy added that the Finance Committee meets on May 4.

Nielsen complimented the staff on the recent long article about the library, and Conroy in particular, that was published in the Missouriian.

Adjournment

Hearing no further business, Nielsen adjourned the meeting at 6:28 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Board Secretary