

**Daniel Boone Regional Library  
Minutes, Meeting of May 13, 2021**

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

August Nielsen, President, called the meeting to order at 6:00 p.m.

Daniel Boone Regional Library (DBRL) Board members in attendance by Zoom video conference and in person 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 Amanda Schultz and Mercedes Kindle from Williams-Keepers LLC, DBRL Executive Director Margaret Conroy, and staff members Elinor Barrett, Amanda Burke, Kirk Henley, Melanie Henry, Sara Henry, Sarah Howard, Mandy McConnell, Nathan Pauley, Eric Schmeck, 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 April 15, 2021. Hearing none, he declared the minutes approved as written.

**Monthly Reports**

**Director's Report:** Conroy announced that the Nominating Committee is scheduled to meet on May 24. She will work with the district boards to schedule their meetings to elect district officers.

Conroy updated the Trustees on COVID-19 safety protocols at the library. She noted that DBRL management decided to extend the mask requirement in library buildings through at least June 2, despite the expiration of the city/county ordinance that required masks. She added that 93% of staff are vaccinated, per their voluntary reporting.

Conroy said that the managers are working on a timeline for fully reopening, but will need to fill some open positions before the Columbia Public Library (CPL) and Callaway County Public Library (CCPL) are able to restore all services and open hours. Sunday hours at CPL are unlikely to be restored before Labor Day.

Conroy reviewed an upcoming opportunity to apply for \$120,000 of APRA funds through the Missouri State Library. The staff are writing a grant proposal to convert the collection to RFID tags from barcodes. RFID tags can simplify the circulation and inventory processes, as they work with a broader range of equipment. In response to a question from Kimura, Conroy said that the new self checkouts can be retrofitted with RFID readers. Conroy noted that, if funded, the RFID conversion will be a large project in which every piece of material in the collection must be handled.

**Financial Report:** Smith stated that he is happy to be back from leave. He reviewed the December 2020 Final financial report, noting that total revenue was above budget due to unexpected grant opportunities and because more tax revenue than budgeted was collected. Furthermore, total expenditures were under budget due to decreased expenditures while closed or operating under restrictions, as well as freezing open staff positions.

Smith reviewed the April 2021 financial report and said that tax revenue collection from the Callaway County Library District is above the average for this time of year, whereas collection from the Columbia and Boone County Library District is on target to meet the budget. Expenditures are at 30% of budget, which is low for the end of April. As 2021 continues, revenue is expected to meet or exceed budget because DBRL will be receiving State Aid and Athletes & Entertainers funds that were not expected when the budget was passed.

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Smith thanked Conroy, Diana Buckner and Shaylee Whisler for their work in completing the audit while he was on leave.

Service Report: Conroy noted that the extreme difference in statistics from year to year is because DBRL was closed for the entire month of April 2020. She noted that Burke compared the April 2021 totals to April 2019 for a more accurate picture, and Conroy is pleased with the state of the library's ongoing recovery from the pandemic-related closure and restrictions.

### **Committee Reports**

Finance Committee: Howard reported that the committee met on May 4 and reviewed the draft audit reports in detail with Schultz and Kindle. The committee passed a motion recommending the Board of Trustees accept the Williams-Keepers audit reports.

Schultz reviewed the reports in brief, noting that Williams-Keepers issued a clean or unmodified opinion on the DBRL financial statements. The auditors found that the library's financial statements are presented fairly with reasonable estimations and no misstatements, there were no unusual and significant transactions, the accounting records are in good order, and the auditors had no disagreements with management. Schultz reviewed DBRL's change in net position from 2019 to 2020. She noted changes originating from the system enrolling in LAGERS. Schultz also pointed out that a recommended "best practice" included in the 2019 audit was implemented by DBRL in 2020.

Schultz stated that the audit was performed remotely this year due to the COVID-19 pandemic and auditors were in frequent contact with Conroy and Buckner during the process. She thanked Smith for his work preparing the financial statements and the board for the opportunity to provide audit services to DBRL.

Nielsen restated the motion.

**ACTION:** The motion recommending approval of the 2020 Audit Report to the DBRL Board of Trustees came from the committee and did not require a second. The vote was taken by roll call: Anderson – yes; Carner – yes; Daly – yes; Fennel – yes; Harrison – yes; Hays-Martin – yes; Howard – yes; Kimura – yes; Markie – yes; Nielsen – yes; Powell – yes; Sutfenfield – yes; Westerfield – yes; Winter – yes. The motion passed.

Smith stated that the Financial Committee also reviewed and accepted the Cost Allocation report for the year ending December 31, 2020.

### **New Business**

Meeting in Person: Conroy reported that the Friends Room at CPL is available for use again now that the materials quarantine has been discontinued. She asked if the Trustees wish to resume in-person, socially-distanced meetings. Based on their responses, Conroy stated that the June board meeting will take place in person in the Friends Room, and a decision will be made about the next meeting depending on how that goes.

Policy Review: Conroy reviewed Policy 1-327 Citizenship Leave and noted that no changes are proposed.

Conroy reviewed Policy 1-282 Weapons, Including Firearms - Employee Policy and Policy 2-675 Weapons, Including Firearms. She stated that the policy was written in 2017 to bring the library into alignment with state law. She explained the one edit to Policy 2-675, which adds the Holts Summit Public Library as a branch where weapons can be carried with any valid concealed carry permit, and explained the different restrictions at the Southern Boone County Public Library and CPL, which are each located within 1,000 feet of a school.

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**ACTION:** Anderson moved, Howard seconded approving Policy 2-675 Weapons, Including Firearms with the suggested edit. There was no further discussion. The motion passed.

**Other Business**

There was no further business.

**Staff Comments/Announcements**

There were no comments from the staff in attendance.

**Board Comments/Announcements**

Powell relayed a compliment from a member of her book club.

Carner shared the report produced as a result of her Carnegie Mellon grant-funded research. Conroy thanked and congratulated Carner.

Kimura passed on a compliment on library services from a new resident of Columbia.

**Committee Reports, Cont.**

**Evaluation Committee:** Powell reported that the committee met on April 28 and passed a motion to recommend the board renew Conroy's contract for one year with a 3% increase in salary.

**ACTION:** Powell moved, Howard seconded entering closed session concerning matters of personnel as authorized under RSMo 610.021(3). The vote was taken by roll call: Anderson – yes; Carner – yes; Daly – yes; Fennel – yes; Harrison – yes; Hays-Martin – yes; Howard – yes; Kimura – yes; Markie – yes; Nielsen – yes; Powell – yes; Suttentfield – yes; Westerfield – yes; Winter – yes. The motion passed.

The board entered Closed Session at 6:44 p.m.

The board exited Closed Session and resumed Open Session at 7:04 pm.

Powell reported that the Board of Trustees approved a motion to renew Conroy's contract for one year with a 3% increase in salary and an additional four hours of PTO per month.

**Adjournment**

Hearing no further business, Nielsen adjourned the meeting at 7:06 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary