

**Daniel Boone Regional Library
Minutes, Meeting of June 10, 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 were: Bradd Anderson, Dorothy Carner, Mary Fennel, Phil Harrison, Tonya Hays-Martin, Jean Howard, Andrea Kimura, Kate Markie, Nielsen, Pat Powell, Khaki Westerfield and Debra Winter. Susan Daly and Nate Suttentfield were absent.

Also in attendance were DBRL Executive Director Margaret Conroy, and staff members Elinor Barrett, Amanda Burke, Kirk Henley, Melanie Henry, Sara Henry, Mandy McConnell, Nathan Pauley, Abbey Rimel, Eric Schmeck, Angela Scott, 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 open and closed session minutes of May 13, 2021. Hearing none, he declared both sets of minutes approved as written.

Monthly Reports

Director's Report: Conroy reported on recent changes to procedures and services that bring the libraries closer to being fully reopened. The biggest change this month is that masking is no longer required, but is requested of people who are unvaccinated against COVID-19. She noted that most staff members and a significant number of patrons continue to wear masks, especially when in the public areas of the library.

Staff are returning furniture to public areas and have opened the Quiet Reading Room and study rooms at the Columbia Public Library (CPL). Most children's computers are once again available for use. Conroy does not expect to open public meeting rooms for reservations before Labor Day.

Conroy reported on hiring activity and noted that the librarian position currently advertised for Callaway County Public Library also includes outreach duties throughout that county and some shifts at the Holts Summit Public Library.

Conroy announced that DBRL is partnering with the Columbia/Boone County Health Department to hold vaccine clinics at CPL on June 17 and July 8. Both the Johnson & Johnson and Pfizer vaccines will be offered.

Conroy said that the PR Department is planning a retrospective exhibit as part of the One Read 20th Anniversary celebration. This year's title is "Furious Hours: Murder, Fraud, and the Last Trial of Harper Lee," and the author, Casey Cep, is scheduled for a virtual author's visit in September.

Conroy reminded the Trustees that the ALA Annual Conference is fully virtual this year and begins on June 23. She circulated a list of conference presenters and asked that anyone interested in attending let her know.

Conroy shared a note of gratitude received from a patron who is moving out of the library service area.

Conroy noted that staff were provided two opportunities this week to attend a workshop designed to help equip individuals with tools to address stress, reduce anxiety, and build resilience. She and Melanie Henry will get feedback from the presenter and staff about the experience before deciding what further steps need to be taken.

Financial Report: Smith reviewed the May 2021 financial report, noting that total revenue is above budget because more tax revenue than expected has been collected in Callaway County. He noted the

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effect on revenue of not offering passport services and the effect on expenditures due to the hiring freeze. In response to a question from Hays-Martin, Smith explained wage attachments and the timing of paying wage attachments.

Service Report: Conroy noted that the extreme difference in statistics from year to year continues for May because DBRL was closed for the entire month of May 2020. There were no questions about the Service Report.

District Board Reports

Callaway County Library District: Fennel reported that the board met just prior to this regional meeting and elected the following slate of officers for the 2021-22 board year:

President – Debra Winter
Vice-President – Nate Suttentfield
Secretary/Warrant Officer – Mary Fennel

Committee Reports

Nominating Committee: Kimura reported that the committee met on May 24 and developed the following slate of regional officers for the 2021-22 board year:

President – Tonya Hays-Martin
Vice-President – Dorothy Carner
Secretary – Nate Suttentfield
Warrant Officer – August Nielsen

There were no further nominations from the floor.

ACTION: The motion recommending approval of the 2021-2022 slate of officers to the DBRL Board of Trustees came from the committee and did not require a second. The motion passed.

New Business

CPL Concrete Work: Smith reviewed the bid results and stated that staff recommend accepting the lowest bid, \$25,000 from COMO Construction and Landscaping, as all bidders met the RFP criteria and had good references.

ACTION: Westerfield moved, Powell seconded accepting the bid for concrete work of \$25,000 from COMO Construction and Landscaping.

In response to a question from Nielsen, Smith and Barrett reviewed the scope of work. In response to a question from Conroy, Smith clarified that COMO Construction and Landscaping has been contracted separately to replace the decorative pavers on the CPL north plaza with colored concrete. The amount bid for that job was under the threshold that requires a board vote.

ACTION: The motion passed.

DBRL Compensation Study: Henry noted that the previous compensation study was performed in 2016 after many years without such a review. During the 2016 study, pay grade maximums were established, pay grades were restructured, and the compensation policy was created and approved.

An RFP for compensation study services was issued this year and six responses were received by the deadline. The successful firm is expected to perform market and compression analyses, as well as advise on changes to minimum wage that are affecting the lower pay grades. The staff plan to accept the bid of \$19,859 from McGrath HR Group. The process will begin quickly and should be finished in

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time to incorporate changes in the 2022 budget. The consultant may wish to present findings to the board later this year.

Other Business

There was no further business.

Staff Comments/Announcements

Henry asked the Trustees to share the current employment opportunities with their networks.

Conroy thanked Nielsen for serving as President during a highly unusual board year. The Trustees gave Nielsen a round of applause in gratitude for his service.

Board Comments/Announcements

There were no comments from the Trustees in attendance.

Adjournment

Hearing no further business, Nielsen adjourned the meeting at 6:30 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Board Secretary