

**Daniel Boone Regional Library  
Minutes, Meeting of July 15, 2021**

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

Tonya Hays-Martin, 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, Hays-Martin, Jean Howard, Andrea Kimura, Kate Markie, August 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, 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**

Hays-Martin asked for corrections or changes to the minutes of June 10, 2021. Hearing none, she declared the minutes approved as written.

**Monthly Reports**

**Director's Report:** Conroy welcomed Hays-Martin to her first meeting as Board President.

Conroy announced that the library has gone back to requesting that all patrons and staff members wear masks, no matter their vaccination status, due to the increase in COVID-19 cases in the community. She was happy to report that two vaccination clinics have been held in the CPL Friends Room by the Columbia/Boone County Public Health Department and have been well-attended. Subsequently, the health department scheduled two more clinic dates.

Conroy reported that DBRL was awarded a grant that will be used for an RFID conversion project; the grant is administered by the Missouri State Library and funded by the American Rescue Plan Act.

Conroy said that she, Barrett and Henry are discussing the feedback they received from the facilitator of two staff wellbeing workshops that were offered in June. The managers will be implementing some of the recommendations immediately and also making plans for a long term staff wellbeing strategy. One event that is being planned for staff enjoyment and relaxation is a family picnic in September. Trustees are also invited to attend. The picnic will take place at Twin Lakes park.

Conroy reported on her experience attending mainly Council and governance meetings at the recent ALA Annual Conference. She noted some of the difficulties the organization is facing. Conroy announced that next year's conference will take place in Washington D.C.

Conroy circulated an updated contact list for board members.

Conroy announced that she will be out of the office July 16-20.

**Financial Report:** Smith reviewed the June 2021 financial report, noting that he continues to expect to collect more property taxes than budgeted. He explained how receiving and expending the RFID grant will affect the financial statements, and also said that Total Salaries and Benefits is expected to be under budget at year-end.

**Service Report:** Conroy reminded the board that CCPL and CPL are still not open full hours, which affects the statistics. She said that managers are actively hiring and she believes that staffing levels will be in position for the change to full open hours on August 2.

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**District Board Reports**

Columbia and Boone County Library District: Daly reported that the board met just prior to this regional meeting. Anderson, Chair of the CBCLD Nominating Committee, announced the officers elected to serve the district for the 2021-22 board year:

President – Bradd Anderson  
Vice-President – Khaki Westerfield  
Secretary/Warrant Officer – Susan Daly

**New Business**

Quarterly Update on 2021 Objectives and Tactics: Barrett reviewed the staff's progress toward meeting organizational goals. She detailed achievements made in the first two quarters, as well as some of the large projects that will be the staff's focus for the remainder of the year.

Juneteenth Federal Holiday: Conroy led a discussion about the new federal holiday Juneteenth and whether to make it an open or closed holiday in library policy. If the holiday is an open holiday, staff could develop Juneteenth-related activities to offer on that day. Staff would receive holiday hours to use at another time. If it is set as a closed holiday, the staff would be able to attend Juneteenth community activities. In either case, staff could be scheduled to represent the library at community events. Conroy noted that the staff Administrative Committee had a discussion about the new holiday and favored making Juneteenth a closed holiday.

In response to questions and comments from the Trustees, Conroy agreed to reach out to Black community members and leaders throughout the DBRL region to get their input on the decision, as was done when the staff were discussing how to honor Martin Luther King, Jr.'s birthday. Several Trustees indicated their willingness to speak with community members on the topic.

RFID Conversion RFP: Pauley showed some materials from other libraries with RFID tags and explained how RFID tags will increase efficiency for circulation and inventory procedures. He noted that the current self-check stations are RFID-compatible; the option just needs to be enabled. Pauley said that the conversion project was made possible this year only because of the availability of grant funding.

Pauley reviewed the responses to the RFID conversion RFP and noted that a staff committee evaluated the bids. Pauley reviewed the reasons why the staff recommend accepting Tech Logic's proposal.

Conroy added that DBRL must provide a 25% local match to the grant funds, which will be funded through savings realized in the 2021 IT budget.

**ACTION:** Powell moved, Markie seconded accepting the Tech Logic RFID conversion proposal. The motion passed.

Conroy thanked Pauley for managing this project.

Policy 2-631 Patron Comments Regarding Library Materials: Conroy stated that the suggested edits are for clarity. She noted that all new staff members are oriented to this policy, as it is an important part of the service the library provides to patrons. Henley does a great job responding to concerns with or challenges to library materials, and it is rare that a challenge is escalated to Conroy.

**ACTION:** Howard moved, Fennel seconded accepting Policy 2-631 with the suggested edits. The motion passed.

Trustee Conference Reports: Harrison and Carner reviewed some of the sessions of the recent 2021 ALA Annual Conference that they attended and found valuable.

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Conroy asked the Trustees if they would like to continue asking conference attendees to provide written conference reports, as suggested in the procedures of DBRL Policy 2-730. Following discussion, the trustees agreed that an oral report would suffice to share a conference experience with the attendee's fellow board members. Conroy said that she would edit the policy to reflect this decision.

**Other Business**

There was no further business.

**Staff Comments/Announcements**

Lauren Williams noted that in the past a Trustee volunteer has led a One Read book discussion in September. She said to let her know if anyone is interested in leading a discussion this year.

Powell suggested that the Trustees meet to discuss the One Read book and Conroy said she would be happy to schedule it if there is enough interest.

In response to a question from Kimura, Williams said that the author event will take place on September 30 online only.

**Board Comments/Announcements**

Carner complimented the PR department on their recent work.

**Adjournment**

Hearing no further business, Hays-Martin adjourned the meeting at 6:55 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary