

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

Also in attendance were DBRL Executive Director Margaret Conroy, and staff members Elinor Barrett, Amanda Burke, Kirk Henley, Melanie Henry, Sarah Henry, Sarah Howard, Nathan Pauley, Abbey Rimel, 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 July 15, 2021. Hearing none, she declared the minutes approved as written.

Monthly Reports

Director's Report: Conroy reported on restoring hours at the Columbia Public Library (CPL) and the Callaway County Public Library (CCPL). All hours except Sundays at CPL have been restored. She noted that the staff vaccination level of 95% resulted in DBRL receiving a commendation from the Missouri Chamber of Commerce, which led to extra media coverage this month.

Conroy reported that staff have been working on Position Questionnaires that will be turned over to the compensation study consultants soon. She noted that the preliminary 2022 budget does not include a placeholder for results of the compensation study.

Conroy said that the new program "1,000 Books Before Kindergarten" will have a soft launch in September. The library will provide incentives to individuals who sign up, including a backpack. The DBRL Foundation will focus on raising funds for this program in their Fall 2021 campaign. This is a nationally-branded program that DBRL will administer locally. In response to a question from Hays-Martin, Conroy said that the program is for all Pre-K children in the library service area. The Youth Services team has contacts throughout the region and will be spreading the word in order to get signups from all communities and neighborhoods.

Lastly, Conroy remarked on the 2021 Tax Aide totals and how popular the service continues to be.

Financial Report: Smith reviewed the July 2021 financial report, noting that tax revenue remains on target to be slightly over budget at end of year. In addition, expenditures are anticipated to be under budget at year end due to the hiring freeze and due to some Furniture & Equipment and Capital Outlay expenditures moving from 2021 to the 2022 budget.

Lastly, Smith noted that a 2021 Ford Transit Connect has been ordered to replace the van at CCPL, but there is a manufacturing delay and its delivery is not expected for several months.

Service Report: Conroy noted the positive numbers on the report that indicate recovery from last year's closure. The Holts Summit Public Library reported a significant increase in circulation compared to last year, part of which can be attributed to their doubled open hours that began in January 2021.

Committee Reports

Finance Committee: Nielsen reported that the committee met on August 4 and reviewed the Preliminary Calendar Year 2022 Operating Budget in detail. Following the review, the committee passed a motion recommending approval of the preliminary budget to the full board of trustees.

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Smith reviewed the highlights of the Preliminary 2022 Operating Budget, noting that the final budget is expected to differ due to new information received, including the results of the compensation study. Smith explained that one purpose of the preliminary budget is to demonstrate the need for specific district tax rates. He noted that the CBCLD board will meet later today to set their 2021 property tax rate and the CCLD will meet on August 23 to set theirs.

Smith noted that the Furniture & Equipment requests for 2022 would be reviewed in detail in November; an allowance is being used in the preliminary budget.

The Preliminary 2022 Operating Budget projects revenue over expenditures of \$40,963 at year end, and that amount will be added to the four Fund Balance savings categories.

Anderson entered the meeting.

ACTION: The motion came from the Finance Committee recommending approval of the Preliminary CY 2022 Operating Budget and did not require a second. The vote was taken by roll call: Anderson – yes; Daly – yes; Harrison – yes; Hays-Martin – yes; Howard – yes; Markie – yes; Nielsen – yes; Powell – yes; Westerfield – yes; and Winter – yes. The motion passed.

New Business

401(k) Plan Restatement Resolution: Smith explained the need for the resolution, which includes edits that incorporate recent regulatory changes which must be reflected in the Plan and Trust in order to maintain qualified tax status. The changes also include moving custodial funds from Reliance Trust Company to Newport Group in order to consolidate the number of entities working with the DBRL 401(k) plan.

ACTION: Daly moved, Howard seconded adopting and authorizing the Executive Director to execute the 401(k) retirement plan resolution.

In response to questions from Nielsen, Smith reviewed past changes to the plan Recordkeeper due to Daily Access being purchased by Newport Group, stated that the periodic RFP for the plan's Registered Investment Advisor was delayed by the pandemic and is now planned for 2022, and provided the current size of the retirement investment fund.

ACTION: The motion passed.

Policy 2-716 401(k) Retirement Investment: Smith stated that the proposed edits bring the policy into alignment with the 401(k) retirement plan changes approved through the adoption of the resolution just discussed.

ACTION: Howard moved, Powell seconded accepting Policy 2-716 401(k) Retirement Investment with the suggested edits. The motion passed.

Policy 2-630 Materials Selection: Conroy reviewed the purpose of the policy and the importance of having procedures that result in a thoughtful and balanced collection of materials. The proposed edits remove the full text of the ALA statements from the document and hyperlink them instead.

ACTION: Anderson moved, Howard seconded accepting Policy 2-630 Materials Selection with the suggested edits. The motion passed.

Policy 2-672 Confidentiality of Patron Records: Conroy noted that staff have no suggestions for edits and the policy has been reviewed by the library's legal counsel. Conroy explained how the policy is used by library staff. In response to a question from Hays-Martin, Conroy said that DBRL has not received a court order to turn over account information since she has been Executive Director.

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Other Business

There was no further business.

Staff Comments/Announcements

Conroy announced that the Board One Read discussion will take place at 5pm on the day of the next board meeting.

Conroy invited the Trustees to an all-DBRL picnic at Twin Lakes Park on September 10. Trustees should expect an email with details in upcoming weeks.

Board Comments/Announcements

Anderson announced his new position at ParentLink and received congratulations from his fellow Trustees.

Conroy announced that Sutenfield was in the hospital. She said that staff will send him a card on behalf of the board.

Adjournment

Hearing no further business, Hays-Martin adjourned the meeting at 6:36 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Board Secretary