

**Daniel Boone Regional Library  
Minutes, Meeting of October 14, 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, Susan Daly, Mary Fennel, Andrea Kimura, Hays-Martin, Kate Markie, Pat Powell, Nate Suttentfield, Khaki Westerfield and Debra Winter. Phil Harrison, Jean Howard and August Nielsen were absent.

Also in attendance were DBRL Executive Director Margaret Conroy, and staff members Elinor Barrett, Amanda Burke, Kirk Henley, Melanie Henry, Sara Henry, Amanda McConnell, Nathan Pauley, Abbey Rimel, Eric Schmeck, Angela Scott, Jim Smith, Mitzi St. John, Lisa Stock, 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 September 16, 2021. Hearing none, she declared the minutes approved as written.

**Monthly Reports**

**Director's Report:** Conroy introduced and welcomed librarian Lisa Stock, who is based in Callaway County. She will be part of the effort to increase outreach services in that district. Lisa received a welcoming round of applause from the Trustees.

Conroy stated that DBRL held its annual Staff Development Day on Monday and many staff members took advantage of an opportunity to get their flu shot that afternoon.

Conroy reported that she and Henry met with the Compensation Plan consultants on October 8 to get preliminary results. The consultants have concluded the market study and are now working on their recommendations for applying the necessary changes. The next meeting with the consultants will be on November 4. Once the implementation plan is developed, staff will adjust the draft 2022 operating budget.

The Finance Committee will meet on December 8 to review the draft final budget in detail and the full board will review the committee's recommended budget at the December 16 meeting, which will be held online.

Conroy reported that 1,000 Books Before Kindergarten has launched, as has the DBRL Foundation fundraiser for the program's benefit. Enrollment is already above 800 children and over \$7,000 has been raised.

Conroy reported that Williams and Rimel will be leading the Excel Adult High School (EAHS) project at DBRL. DBRL's EAHS web portal is currently under development. Once that is ready, the program will be promoted to area residents and enrollment will be open.

Conroy noted that the Rules for Behavior included in the board packet contain recent staff revisions. Following discussion with Markie, she will ask library legal counsel to review the document and bring the Rules to the board for consideration as library policy. Conroy discussed current practices for dealing with unruly or unlawful behavior. In response to a question from Anderson, she said that there are some patrons who are known to staff as frequent offenders. Last year, the library implemented a cloud-based tool for reporting and tracking behavioral incidents.

Markie noted that, as a public institution, it is critical to have the document reviewed by an attorney as staff, administrators and the board are all potentially at risk of legal sanctions related to the library's response to a patron's behavior.

**Daniel Boone Regional Library  
Minutes, Meeting of October 14, 2021**

Financial Report: Smith reviewed the September 2021 financial report, noting that total tax revenue for the Callaway County Library District is expected to be over budget at the end of the year and tax revenue for the Columbia and Boone County Library District is expected to meet the budget projection.

Smith also explained how LSTA grant income and expenditures will affect the budget. He does not expect that a budget amendment will be necessary due to savings in other categories.

Service Report: Conroy said that it feels busier at the Columbia Public Library and the report statistics indicate continued recovery from the pandemic. Staff are starting to plan for reopening meeting rooms and in-person programs.

In response to questions from Kimura, Conroy stated that curbside circulation is recorded under the respective branch circulation, and the library plans to continue offering curbside at all locations as it has been very popular.

**Old Business**

2021 Objectives and Tactics: 3rd Quarter Report: Barrett reviewed the accomplishments of the previous quarter and noted on-going projects. The full report was included in the board packet.

**New Business**

RFID Conversion: Margaret stated that the necessary equipment is on its way but not yet received; therefore, the request action does not include exact dates for the closures. However, if it arrives soon, staff anticipate that they will be able to conduct training and be ready for building closures on November 4 (HSPL and SBCPL), November 5 (CCPL) and November 9-11 (CPL).

**ACTION:** Powell moved, Anderson seconded closing HSPL, SBCPL and CCPL for one day each and CPL for three days in November 2021 in order to efficiently carry out the RFID conversion.

In response to a question from Markie, Conroy said that the recommended CPL closure dates are not necessarily dates on which we have lower patronage. Scott added that the high level of staffing on weekdays was an important component in selecting the days to perform the conversion.

**ACTION:** The motion passed.

Policy 1-345 FFCRA and EFMLA: Henry stated that the federal leave provisions have expired, but DBRL would like to continue to provide leave through December 31, 2021 for situations that were previously described under FFCRA. The policy has been edited to remove all references to the federal provisions and the new suggested name is Coronavirus Leave. Henry said that some staff members continue to take advantage of this leave type.

**ACTION:** Daly moved, Winter seconded accepting Policy 1-345 FFCRA and EFMLA with the suggested edits. The motion passed.

**Other Business**

There was no further business.

**Staff Comments/Announcements**

Conroy noted that, as announced by email, Elinor Barrett is retiring on November 19. Staff are planning a private celebration, to which Trustees will be invited.

**Board Comments/Announcements**

Winter gave a health update.

**Adjournment**

**Daniel Boone Regional Library**  
**Minutes, Meeting of October 14, 2021**

Hearing no further business, Hays-Martin adjourned the meeting at 6:39 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

---

Board Secretary