

**Daniel Boone Regional Library
Minutes, Meeting of November 11, 2021**

Call to Order, Roll Call and Determination of Quorum

Tonya Hays-Martin, President, called the meeting to order at 6:01 p.m.

Daniel Boone Regional Library (DBRL) Board members in attendance were: Bradd Anderson, Dorothy Carner, Mary Fennel, Phil Harrison, Hays-Martin, Andrea Kimura, Kate Markie, August Nielsen, Pat Powell, Nate Suttentfield, Khaki Westerfield and Debra Winter. Susan Daly and Jean Howard 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 and Lauren Williams.

Staff and Trustees welcomed Suttentfield to his first in-person meeting and briefly introduced themselves.

Public Comment

There were no members of the public in attendance.

Minutes

Hays-Martin asked for corrections or changes to the minutes of October 14, 2021. Hearing none, she declared the minutes approved as written.

Monthly Reports

Director's Report: Conroy distributed committee assignments to the Trustees.

Conroy reported that staff are planning how to reinstate in-person programming. The staff vaccination rate remains above 95%, even with the large number of new staff members hired this year.

Winter entered the meeting.

Conroy reported that she and Henry have had a follow-up meeting with the consultants from McGrath Human Resources Group. They are currently working on a plan for implementing the results of the compensation study and sharing the findings with staff.

Conroy informed the board that part of the RFID tag order has not been received. Therefore, staff continue to plan for the closure, during which the bulk of the collections tagging will occur, while practicing tagging smaller collections with the supplies that have been received.

Conroy asked that any Trustee who would like an annual ALA membership let her or Burke know.

Conroy proposed that the Trustee information on the DBRL website no longer include personal addresses, phone numbers and emails. She suggested that that information be replaced with a general email address and the name of the community where each Trustee lives. The Trustee email account would be maintained by the Executive Assistant, who would forward any and all correspondence received to the board of trustees. Carner suggested that there should be minimal delay between receiving the correspondence and forwarding it to the board. Conroy agreed that a timely review of and response to patron correspondence is a critical component of maintaining the public's trust.

Financial Report: Smith reviewed the October 2021 financial report, noting that Callaway County Library District tax revenue continues to be projected to exceed budget at the end of the year, and Columbia and Boone County Library District tax revenue is now also expected to exceed the budget projection. In response to a question from Nielsen, Smith said that tax revenue in both districts was budgeted conservatively in case collection was negatively affected by the pandemic; therefore, regular levels of collection are generating revenue totals that exceed the budgeted amounts.

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Service Report: Conroy noted that it is nice to see positive numbers in comparison to the previous year, but we are not yet seeing the full picture of pandemic recovery, considering that all library services have not yet been reinstated.

Following up on a question from last month, McConnell reported that over the previous three months, 71% of circulation transactions at the Columbia Public Library occur at the check-out desk, 20% are through self-check kiosks, and 9% are curbside deliveries. In response to a question from Anderson, McConnell said that the most surprising outcome of implementing curbside delivery is that patrons quickly became attached to the service and frequently thank staff for offering the option.

Old Business

Code of Conduct Discussion: Conroy thanked Markie for prompting further review of the proposed policy. DBRL legal counsel has provided suggestions for wording to include that gives trespassed patrons an opportunity to appeal that decision. Conroy explained that the length of time a patron is asked to stay off library property can vary based on the reason they have been trespassed. Williams noted that the current version of the letter a patron receives when they are trespassed includes a manager's contact information. Barrett added that staff will work with the patron to meet their library needs through other methods while they are barred from the properties, though such requests are rare. In response to a question from Kimura, Conroy said that any unlawful behavior is reported to the police and handled through the law enforcement system. Markie noted it is legal for two separate entities, such as a school and a government system, to each penalize the same behavior. Conroy and Williams stated that trespasses are issued about 5-10 times each year at the Columbia Public Library.

New Business

Draft Policy 1-342 Victims Economic Safety and Security Act (VESSA) Leave: Henry stated that the Missouri legislature passed the Victims Economic Safety and Security Act in late August, and DBRL notified employees by late October, as required, that VESSA Leave would be available for their use pursuant to the Act. The draft policy has been reviewed by DBRL legal counsel.

ACTION: Powell moved, Anderson seconded approving Policy 1-342 Victims Economic Safety and Security Act (VESSA) Leave. The motion passed.

Draft Policy 1-662 Unattended Children and Vulnerable Adults: Conroy explained that this draft policy is an outgrowth of the review of the Rules for Behavior and drafting of the Code of Conduct policy. The group discussed the various situations in which the policy may be used, and the interactions that would require staff documentation. Conroy noted that library staff are not Mandated Reporters in Missouri. Anderson suggested that it is still prudent to get the name of a person who takes an unattended child off of library property. Conroy said she would discuss the suggestion with Children & Youth Services Manager Sarah Howard. Kimura raised questions about the wording of the last sentence in paragraph three of the policy and the group agreed to change "offered assistance getting home" to "offered assistance in contacting a parent or guardian."

ACTION: Westerfield moved, Fennel seconded approving Policy 1-662 Unattended Children and Vulnerable Adults with the suggested change. The motion passed.

Policy 1-673 Video Security System: Conroy stated that the proposed edits reflect the addition of video security cameras at the Callaway County and Southern Boone County library branches this year. Additionally, wording was updated based on changes to the security system's technology. Conroy noted that only a few managers have access to the video security system.

ACTION: Markie moved, Nielsen seconded approving Policy 1-673 Video Security System with the suggested edits. The motion passed.

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Other Business

The group discussed the True Colors training performed at DBRL's Staff Development Day in October. Conroy said that the goal was to improve communication skills. Conroy added that Staff Day will return to CPL next year after being held off site this year.

Staff Comments/Announcements

Conroy reminded the Trustees that they are invited to Barrett's retirement luncheon on Friday, November 19. Barrett made brief remarks and thanked the board for their service. The Trustees gave Barrett a round of applause.

Board Comments/Announcements

Powell reported kudos to Outreach from a member of her book club.

Markie reported on a trip to Washington D.C., where she snapped a photo of the exterior of the ALA Washington office.

Adjournment

Hearing no further business, Hays-Martin adjourned the meeting at 6:58 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Board Secretary