

**Daniel Boone Regional Library
Minutes, Meeting of December 16, 2021**

Call to Order, Roll Call and Determination of Quorum

Tonya Hays-Martin, President, called the meeting to order by Zoom video conference at 6:00 p.m.

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

Also in attendance were Malayna Maes of McGrath Human Resources Group, DBRL Executive Director Margaret Conroy, and staff members Amanda Burke, Melanie Henry, Sarah Howard, Amanda McConnell, 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 November 11, 2021. Hearing none, she declared the minutes approved as written.

Compensation Study

Conroy introduced Maes who described McGrath Human Resources Group then reviewed the DBRL study's objectives and methodology. Maes then showed DBRL's results compared to average market rates. She explained the recommended salary schedule, including changes needed to meet minimum wage requirements for 2022 and 2023. Maes reviewed McGrath's recommendations for initial implementation, as well as future recommendations for adjustments.

In response to a question from Hays-Martin, Maes said that her organization attempts to protect their clients from employee compensation claims on the basis of discrimination by treating all employees equitably.

In response to a question from Nielsen, Maes said that exempt and non-exempt employees are not distinguished in the salary schedule. However, in DBRL's case, all exempt employees are in pay grade J and above.

In response to questions from Markie, Henry stated that the major changes due to the study will be realized by implementing the new salary levels. However, the Compensation Policy does need corresponding revisions, and she will bring the suggested edits to the board in January.

In response to a question from Suttentfield, Smith stated that implementing the new salary levels will increase salary and associated benefits costs by \$241,000.

In response to a question from Anderson, Maes stated that turnover typically costs an employer 1.5 times the annual salary of a position, depending on the associated benefits package.

In response to a question from Suttentfield, Henry said that employees are provided with a summary of their total compensation (salary and benefits) at the beginning of the year.

Maes let the Trustees know that she is available for further questions via email and thanked them for their time.

Monthly Reports

Director's Report: Conroy thanked the Trustees who were able to attend Elinor Barrett's retirement luncheon in November. She noted that Diana Buckner's last day was on December 10. In other staff news, a small celebration was held today in honor of Nina Sappington's 30th work anniversary.

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Conroy reported that the DBRL Foundation's fundraising is going well this Fall. Almost \$26,000 has been raised so far through direct mail and CoMo Gives.

Financial Report: Smith reviewed the November 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 also expected to exceed the budget projection by the end of December. Smith also said that total expenditures at the end of November are 79% of budget, so expenditures will be under budget at the end of the year.

Service Report: Conroy said that the libraries are getting busier and she hopes we will continue to see positive figures.

Finance Committee Report

Nielsen reported that the Finance Committee met on December 8 and reviewed the draft Final 2022 Operating Budget in detail. Following the presentation and discussion, the committee passed a motion recommending the DBRL Board of Trustees accept the 2022 Operating Budget.

Smith provided a brief overview of the 2022 Operating Budget. He reported that revenue is budgeted to increase in 2022 due to multiple factors. Property tax revenue is expected to increase due to growth in both library districts, greater contributions are expected from the DBRL Foundation, and State Aid funding is included in the 2022 budget whereas it was not included in the 2021 budget.

Smith reminded the Trustees that approval of the 2022 Operating Budget gives staff the authority to expend funds for 2022. He reviewed the anticipated increase in Salaries and Fringe Benefits costs, which includes implementing the results of the Compensation Study, increasing benefits costs correspondingly, and adding a staff trainer position. Library Materials expenditures are budgeted at a slight decrease due to anticipating less donation spending. General Operating is expected to increase mainly due to higher programming costs, increasing costs for security guards, and reclassifying computer maintenance costs from Building Operations and Maintenance to General Operating.

Smith reviewed the anticipated Capital Outlay expenditures in 2022, which include furniture and equipment purchases, two vans, recarpeting at SBCPL and CCPL, and computer equipment purchases.

Harrison exited the meeting.

Smith reviewed the Fund Balance projection for December 31, 2022 and described the four savings categories within Fund Balance.

ACTION: The motion came from the committee recommending approval of the 2022 Operating Budget and did not require a second. The vote was taken by roll call: Anderson - yes; Carner - yes; Hays-Martin - yes; Howard - yes; Kimura - yes; Markie - yes; Nielsen - yes; Powell - yes; Suttentfield - yes; Westerfield - yes; and Winter - yes. The motion passed.

Other Business

There was no other business.

Staff Comments/Announcements

Conroy reminded the Trustees that they are invited to attend the Columbia Values Diversity Breakfast on the morning of January 13. Please RSVP to her by Monday if you'd like to attend.

Board Comments/Announcements

There were no board comments or announcements.

Adjournment

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Hearing no further business, Hays-Martin adjourned the meeting at 7:03 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Board Secretary