

**Daniel Boone Regional Library  
Minutes, Meeting of March 10, 2022**

**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, Mary Fennel, Phil Harrison, Hays-Martin, Jean Howard, Andrea Kimura, Kate Markie, August Nielsen, Pat Powell, Nate Suttentfield and Khaki Westerfield. Susan Daly and Debra Winter were absent.

Also in attendance were Amanda Schultz and Mercedes Kindle from Williams-Keepers, Emma Lingo from the Columbia Missourian, DBRL Executive Director Margaret Conroy and staff members Amanda Burke, Melanie Henry, Sara Henry, Sarah Howard, Mandy McConnell, Nathan Pauley, Abbey Rimel, Jim Smith and Mitzi St. John.

**Public Comment**

There were no comments from the members of the public in attendance.

**Minutes**

Hays-Martin asked for corrections or changes to the open and closed session minutes of February 10, 2022. Hearing none, she declared the minutes approved as written.

**Pre-Audit Engagement Conference**

Smith introduced Schultz and Kindle. Schultz reviewed the engagement letter and reviewed the audit timeline. She noted that there are no new accounting standards that affect the financial reporting for this year's audit but there are a couple of new auditing standards that will affect the independent auditor's report or opinion letter that is issued at the end of the audit. Schultz will review those changes in detail with the Finance Committee. Schultz thanked the board for the opportunity to perform DBRL's 2021 audit, which begins on April 4, and let them know they are welcome to contact her with questions.

**Monthly Reports**

**Director's Report:** Conroy reported that she delivered a letter from the Trustees on their behalf declining the request at the February board meeting that the board voluntarily recognize a workers' union at DBRL due to the Trustees' awareness that there are staff members who do not wish to unionize. An FAQ section has been added to the employee intranet with facts on unionizing from the library's perspective as well as a synopsis of benefits.

In response to a question from Suttentfield, Conroy stated that a vote to unionize will not take place unless requested by the staff members who wish to unionize, so the time frame for the unionizing activity could take anywhere from weeks to months. Conroy explained that a vote would be conducted by an agreed-upon third party in order to maintain confidentiality. In the meantime, managers are trying to learn what if any commonalities there are amongst complaints by pro-union staff, as none were brought to management in a collective or formal manner prior to the attempt at unionizing.

Conroy reported that donations to the DBRL Foundation in honor of local broadcaster David Lile have surpassed \$5,400. Library staff will be working with Lile to determine the best way to spend the donations. Hays-Martin stated that this is a great way to honor someone who has contributed a lot to the library.

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Financial Report: Smith reviewed the February 2022 financial report and discussed property tax collection levels in both districts. If collections in Boone County in December 2022 are low, the library may need to transfer funds from Fund Balance in order to meet the budgeted revenue.

Smith explained the \$176,938 in unrealized gains, noting that the amount is larger than seen in past years due to volatility affecting year-end market value. Smith is in contact with the acting Boone County Treasurer, who confirms that the County intends to hold the funds until maturity, so the library should not see a loss.

In response to a question from Hays-Martin, Smith stated that Leasehold Improvements record improvements made to the rented SBCPL building in order to function for DBRL's purposes. The amount is carried over until fully depreciated.

In response to a question from Hays-Martin, Smith stated that although Insurance is over budget, there are only some smaller policies yet to be paid in 2022 and the overage should be absorbed by other lines being under budget. Policies included in this line are property, professional liability insurance, and workers' compensation.

Conroy introduced and welcomed Associate Director Erin Magner to her first board meeting.

Service Report: Conroy noted that numbers are positive, though most branches were operating under reduced hours at this time last year. Digital Circulation may be leveling off from the extreme highs in the first months of the pandemic. In response to a question from Kimura, Conroy noted that the Columbia Public Library's cumulative circulation for 2022 is lower in spite of the increase in open hours due to closures in January and February for weather, COVID and RFID tagging.

In response to a question from Anderson, Wireless Access Uses have increased mainly due to the increase in open hours and February's inclement weather, both of which brought more overall visitors to the branches than in 2021.

### **Committee Reports**

Evaluation: Markie reported that the DBRL Evaluation Committee met on February 16 and discussed the tools and timeline for the 2021 Executive Director's Evaluation. After making small revisions to the evaluation form, the committee agreed to the following timeline: the survey will be sent to the full board tomorrow, March 11, 2022, and trustees will have two weeks to submit their responses. Melanie Henry will provide Markie with the compiled answers and the committee will meet on April 20 to review them. The results will be presented to the full Board of Trustees at the May 12 meeting.

Conroy added that her self-evaluation will be sent to the board Tuesday or Wednesday of next week.

### **Old Business**

Policy 1-326 Paid Holidays: Conroy reviewed the edits, noting that the majority of staff surveyed were in favor of closing the library for the Juneteenth national holiday. Conroy also reviewed the history of deciding to keep the library open on Martin Luther King Jr. Day and hold educational programming. Closing the library for Juneteenth does not preclude the library from creating related programming or attending Juneteenth events on behalf of DBRL.

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**ACTION:** Kimura moved, Howard seconded approving Policy 1-326 Paid Holidays with the suggested edits.

Markie noted her concerns about the level of representation of the African-American community on the board and in DBRL's administrative positions. Carner noted that she is still in favor of closing on Martin Luther King Jr. Day and would like to revisit that decision; she agrees with closing for Juneteenth. Kimura stated that she is in favor of closing for Juneteenth and is interested in further community input about both Juneteenth and Martin Luther King Jr. Day.

**ACTION:** The motion passed.

**New Business**

**Policy 1-221 Compensation:** Henry stated that some of the edits are based on the changes resulting from the 2021 Compensation Study. Additionally, clarifications were added to the section on quarterly lump sum payments, including how payments are prorated if the employee leaves DBRL employment.

**ACTION:** Fennel moved, Markie seconded approving Policy 1-221 Compensation with the suggested edits. The motion passed.

**Policy 2-660 Code of Conduct:** Conroy stated that this proposed policy formalizes the Rules for Behavior. The document focuses on patron activity and how staff manages the use of the building. DBRL legal counsel added the section on the right to appeal.

The trustees suggested wording changes. Markie provided advice on formatting so that the "Code of Conduct" is demarcated within the document, which is one method of clearly providing notice to patrons as to what specific behavior rules they must follow.

In response to a question from Markie, Howard stated that the police do issue trespasses to patrons. Markie voiced her concern as to under whose authority the trespass is issued and suggested that that portion of the policy be confirmed by DBRL counsel. Conroy confirmed that DBRL's attorney has reviewed the policy twice.

Conroy discussed the importance of staff training on the policy's contents and the concept of due process for patrons who face consequences due to their behavior on library property. Westerfield agreed with the importance of training due to the complexity of situations staff may face.

In response to a question from Hays-Martin, Conroy said that the policy document is available to all staff members and they may provide it to patrons.

**ACTION:** Westerfield moved, Powell seconded approving Policy 2-660 Code of Conduct with the edits discussed. The motion passed.

Kimura suggested that posting the policy on the website may qualify as "notification" to patrons and Conroy agreed.

**Other Business**

There was no other business.

**Staff Comments/Announcements**

Melanie Henry announced that Greg Reeves is retiring at the end of March. There will be a staff party in his honor on March 22.

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**Board Comments/Announcements**

Powell noted that she attended the DBRL program on the “Founding Mothers” of the Columbia Public Library. She learned a lot and recommended the other Trustees look up and view the program.

Harrison said that he attended a lecture on the MU campus by alumni Peter Hessler, who mentioned Westerfield being one of his former teachers in his remarks.

Nielsen reminded the Trustees that the DBRL Finance Committee meets on May 5 at 5:30 p.m.

**Adjournment**

Hearing no further business, Hays-Martin adjourned the meeting at 7:05 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

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Board Secretary