

**Daniel Boone Regional Library
Minutes, Meeting of April 14, 2022**

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

Also in attendance were Roger McKinney of the Columbia Daily Tribune, Emma Lingo of the Columbia Missourian, Hannah Falcon of KMIZ and Blake Phillips of KOMU; DBRL Executive Director Margaret Conroy; and DBRL staff members Amanda Burke, Kirk Henley, Melanie Henry, Sara Henry, Mandy McConnell, Nathan Pauley, Abbey Rimel, Eric Schmeck, Angela Scott, Jim Smith, Mitzi St. John and Lauren Williams.

Public Comment

Hays-Martin welcomed all guests to the meeting.

Mary Kate Protzman of 202 Tracy Drive, Columbia, spoke in favor of staff unionization efforts.

Ida Fogle of 409 W. Broadway, Columbia, spoke in favor of staff unionization efforts and requested that the board create a labor management committee.

Nathan Elwood of 3700 Armadillo Drive, Columbia, spoke in favor of staff unionization efforts.

Hays-Martin thanked each speaker for their input on the topic.

Minutes

Hays-Martin asked for corrections or changes to the minutes of March 10, 2022. Hearing none, she declared the minutes approved as written.

Monthly Reports

Director's Report: Conroy reported that Excel Adult High School is going well; we have committed 14 of the first 16 paid seat licenses, funded mainly by the DBRL Foundation and the Friends of the Callaway County Public Library. DBRL will have to actively start fundraising to provide more licenses for this popular program. Conroy plans to approach local businesses about sponsoring student licenses and Chromebooks.

The first meeting related to the new Strategic Planning process takes place next week with a third-party consultant. The goal is to outline the project first, then expand the scope and invite participation by staff, the DBRL Board of Trustees and the DBRL Foundation Directors.

Conroy announced that two facilitated input sessions will be held for staff next week at which staff will be encouraged to provide ideas for moving forward, both in response to unionizing activities and within the context of the strategic planning process.

Conroy reiterated that the PLA Conference was very valuable for her and the other ten staff members who attended.

Lastly, Conroy thanked Markie for her input on the Code of Conduct Policy following the adoption of the policy at the March board meeting. The policy will be going back to the DBRL attorney for review with Markie's suggestions for strengthening the language therein, especially regarding due process for trespass. The suggested revisions will be presented to the board in May.

In response to a question from Anderson, Conroy said that in addition to the group of managers outlining the Strategic Plan, the board's Long-Range Planning Committee will review and be

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apprised of the details of the planning process. The full Board of Trustees and Foundation board will be invited to give ideas at a specific brainstorming session and the Board of Trustees will review and approve the final document. DBRL staff members will be asked to give ideas and feedback throughout the process.

Financial Report: Smith reviewed the final December 2021 financial report, noting that property tax revenue ended over budget in both districts. This is due to above average tax collection in November 2021, distributed to the districts in December 2021. However, the above average collection in 2021 may result in lower collection levels in 2022. If the 2022 property tax collection is under the projected budget total at year-end, funds may need to be withdrawn from Fund Balance to cover the shortage.

Expenditures at the end of December 2021 were below budget due to reduced operating costs stemming from the pandemic.

Smith explained the large Unrealized Loss recorded in December 2021 that was reversed in the 2022 financial reports. The only way that the library would incur the loss is if the investments were sold at that point in time; however, Boone County intends to hold the investments to maturity.

Service Report: Conroy reviewed the report, noting the charts that show the return of in-person visitors since the pandemic. She believes we will have a better idea of post-pandemic recovery after another full year. In response to a question from Nielsen, Conroy stated that it is uncertain if the visitor levels of 2019 will be reached again, as library patron habits have changed over the last two years not only at DBRL. Further opening of programs will boost visitor totals somewhat. DBRL will continue to provide excellent service no matter what the “new normal” is post-pandemic and the next Community Survey will provide an opportunity for the community to inform staff about their current habits, preferences and expectations for library services.

Old Business

Update on unionizing effort: Conroy reported that she received notice from the State Board of Mediation (SBM) that it has received a petition requesting an election from the union, which has gathered the minimum percentage of staff members wishing to unionize to request an election. Conroy reviewed the anticipated timeline of events leading up to a confidential electronic vote run by the SBM, which could occur as soon as May. If a union is approved, the next step is to negotiate a labor contract.

Conroy reported that all open records requests filed by staff members have been filled.

Managers have been emailing the staff as a whole to help address misinformation on various topics, including what benefits are offered to staff and how library-wide decisions are made.

Conroy answered questions from Trustees about negotiation of and participation in the bargaining group.

In response to a question from Nielsen, Conroy said that voting is optional, but encouraged for anyone who is named as part of the bargaining unit so others aren't making decisions on their behalf.

Westerfield asked that Conroy keep the board informed as she finds out more about the concerns of the staff who wish to unionize.

In response to a question from Anderson, Conroy said that staff have and have always had many channels available to them to voice specific concerns, including asking questions at staff meetings or simply speaking to her or their manager personally, and new channels have recently been added.

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New Business

Draft 2022 Objectives and Tactics: Conroy briefly reviewed the proposed Objectives and Tactics, noting that these are based on the current Strategic Plan, which is in its final year.

ACTION: Daly moved, Howard seconded approving the 2022 Objectives and Tactics. The motion passed.

Draft Policy 2-665 Photography and Recording: Conroy reminded the board that the library is a limited public forum and can set restrictions on who and what is recorded or photographed in the building. This document puts into policy procedures that are already in place.

In response to a suggestion by Anderson, Conroy said that the reference to the Code of Conduct Policy is consistent with how policies are cross-referenced in other policies. In response to the suggestion from Markie that staff training on the Code of Conduct Policy is essential, Conroy stated that Associate Director Erin Magner is working on a Code of Conduct guide for staff. Management is aware that staff need further training on awareness and understanding of DBRL policies.

ACTION: Powell moved, Howard seconded approving Policy 2-665 Photography and Recording. The motion passed.

Other Business

There was no other business.

Staff Comments/Announcements

Carolyn Cain, DBRL employee, expressed dismay that “a large portion of staff” are not represented on the committee to develop the next Strategic Plan. Conroy responded that there is no staff Strategic Planning committee at this time; a small team of managers who are key data holders are having an initial meeting with a third party consultant next week to work on big-picture project issues such as a timeline and methods of collecting information for the Strategic Plan, which will include opportunities for input from all staff members, Trustees, and Foundation Directors.

Williams encouraged the Trustees to vote for the 2022 One Read title. The two finalists are "The Big Door Prize" by M.O. Walsh and "Deacon King Kong" by James McBride.

Board Comments/Announcements

Powell passed along compliments from her book club members on the Libby app.

Adjournment

Hearing no further business, Hays-Martin adjourned the meeting at 6:48 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Board Secretary