

**Daniel Boone Regional Library
Minutes, Meeting of May 12, 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, Phil Harrison, Hays-Martin, Andrea Kimura, Kate Markie, August Nielsen, Pat Powell, Nate Suttentfield, Khaki Westerfield and Debra Winter. Mary Fennel and Jean Howard were absent.

Also in attendance were Amanda Schultz of Williams-Keepers; DBRL Executive Director Margaret Conroy; and DBRL staff members Amanda Burke, Melanie Henry, Sara Henry, Erin Magner, Mandy McConnell, Nathan Pauley, Abbey Rimel, Eric Schmeck, Jim Smith, Jen Truesdale and Lauren Williams.

Public Comment

Hays-Martin welcomed all guests to the meeting.

Katie Ziegler of 20 N. Greenwood Ave., Columbia, spoke in favor of staff unionization efforts.

Chriss Jones of 922 W Texas Ave, Columbia, requested that the board provide a live online link to all board meetings as well as post a video recording following each meeting.

Molly Housh Gordon of 703 West Blvd. N, Columbia, spoke in favor of staff unionization efforts.

Patrick Johnston of 100 E. Stewart, Columbia, spoke in favor of staff unionization efforts.

Drew Amidei of 3800 Bent Oak Drive, Columbia, spoke in favor of staff unionization efforts.

Hays-Martin thanked each speaker for their input.

Minutes

Hays-Martin asked for corrections or changes to the minutes of April 14, 2022. Hearing none, she declared the minutes approved as written.

Monthly Reports

Director's Report: Conroy reported that the library and New Chapter Coaching have agreed to expand the scope of the strategic planning process to include more staff input through the SWOT survey and focus groups.

Conroy reminded the board to put in their orders for Summer Reading t-shirts by May 17.

Conroy reported that the new Holts Summit lockers are up and running. The new lockers for the lobby of Prenger Foods in Hallsville will be installed on Monday. Conroy hopes to identify grant funding to purchase more lockers.

Conroy reported on the staff input sessions held in late April. Some ideas are already being put into place and other input will be considered during strategic planning. In response to a question from Nielsen, Conroy said that the draft strategic plan will be brought to the board for approval in the late fall so that financial implications can be included in the 2023 Operating Budget and implementation of the plan can begin in January 2023.

Financial Report: Smith reviewed the April 2022 financial report, noting that CBCLD property tax revenue is still expected to be under budget at the end of 2022 due to the timing of tax collections at the end of 2021. 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 April 2022 were as expected.

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Service Report: Conroy reviewed the report, noting the comparative decline in statistics at Holts Summit Public Library that was caused by above-average statistics in the same month of the previous year. Otherwise, many categories are showing increased visits, circulation and usage compared to 2021. Hays-Martin remarked that she is glad to see more in-person programs; Conroy noted that DBRL is still taking the precautions of limiting attendance and requiring registration, but staff are glad to be offering in-person programming again.

Committee Reports

Finance Committee: Nielsen reported that the Finance Committee met on May 5 and reviewed the draft 2021 audit report in detail with the audit team from Williams-Keepers. The audit resulted in an unmodified or "clean" opinion of the financial statements.

Nielsen also reported that the Finance Committee reviewed and accepted the 2021 Cost Allocation report and discussed the management of the Boone County Investment Pool. Lastly, the committee approved removing a fund that had been on the watch list from the DBRL investment portfolio.

Smith introduced Schultz, who gave a brief overview of the audit results. Smith thanked the managers and other staff members who help produce clean audits year after year.

ACTION: The motion came from the Finance Committee recommending the DBRL Board of Trustees approve the 2021 DBRL Audit Report. Vote on the motion was taken by roll call: Anderson – yes; Carner – yes; Daly – yes; Harrison – yes; Hays-Martin – yes; Kimura – yes; Markie – yes; Nielsen – yes; Powell – yes; Suttentfield – yes; Westerfield – yes and Winter – yes. The motion passed.

Schultz exited the meeting.

Nominating Committee: Powell reported that the committee met immediately prior to the regional board meeting and selected a slate of candidates for 2022-23. Once the candidates have agreed to their nominations, the slate will be announced to the board.

Service Spotlight: Rimel spoke about DBRL's new Memory Care Kits and the Memory Café program. Rimel noted that this range of services is helpful for people with dementia as well as their caretakers. She explained the purpose for each component of one Memory Care Kit. There are nine kits currently in circulation and plans to create about two dozen. Rimel answered questions from the Trustees.

Rimel exited the meeting.

Old Business

Policy 2-660 Code of Conduct: Conroy stated that further clarifications have been made to define which staff members are empowered to perform certain procedures related to Code of Conduct violations.

ACTION: Markie moved, Powell seconded approving Policy 2-660 Code of Conduct with the edits as presented.

Markie thanked Conroy for her flexibility in entertaining edits to the policy.

ACTION: The motion passed.

Conroy added that Magner has been working on talking points for staff related to the Code of Conduct and its enforcement.

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2022 Salary Calculation and Benefits Summary: Henry stated that the memo is included in the packet at the request of the Evaluation Committee, whose members had questions about the recent salary study implementation as well as benefits eligibility.

Markie, Chair of the Evaluation Committee, added that the Trustees typically suggest the Executive Director receive the same percentage raise as the across-the-board raise received by staff at the beginning of the year. However, this year all staff did not receive the same percentage raise due to development of the new salary schedule and adjustments to alleviate compression. Henry explained the compound calculation that resulted in the 2022 pay rates. She then explained the structure of benefits eligibility at DBRL.

Other Business

There was no other business.

Staff Comments/Announcements

There were no comments or announcements from staff members.

Board Comments/Announcements

Markie complimented the Annual Report received in the most recent quarterly newsletter and the easy-to-understand depiction of library revenue and expenditures. Westerfield complimented the historical content included in the newsletter.

Committee Reports, Continued

Evaluation Committee: Markie reported that the Evaluation Committee met on April 20 to review the results of the board evaluation of the Executive Director for 2021. Following discussion, the committee passed a motion recommending the board approve a 3% increase in the Executive Director's salary with an additional 1% compression adjustment.

ACTION: Nielsen moved, Daly seconded entering Closed Session concerning matters of personnel action as authorized under 610.021(3) RSMo. Vote on the motion was taken by roll call: Anderson – yes; Carner – yes; Daly – yes; Harrison – yes; Hays-Martin – yes; Kimura – yes; Markie – yes; Nielsen – yes; Powell – yes; Suttentfield – yes; Westerfield – yes and Winter – yes. The motion passed.

Open Session resumed at 7:58 p.m.

ACTION: The motion came from the Evaluation Committee recommending a 3% increase in the Executive Director's salary with an additional 1% compression adjustment. Vote on the motion was taken by roll call: Anderson – yes; Carner – yes; Daly – yes; Harrison – yes; Hays-Martin – yes; Kimura – yes; Markie – yes; Nielsen – yes; Powell – yes; Suttentfield – yes; Westerfield – yes and Winter – yes. The motion passed.

Adjournment

Hearing no further business, Hays-Martin adjourned the meeting at 7:59 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Board Secretary