

**Daniel Boone Regional Library
Minutes, Meeting of June 16, 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, Phil Harrison, Hays-Martin, Andrea Kimura, Kate Markie, August Nielsen, Pat Powell, Nate Suttentfield, Khaki Westerfield and Debra Winter. Jean Howard was absent.

Also in attendance were Marjorie Lewis and Gerry Richardson of Evans & Dixon LLC; DBRL Executive Director Margaret Conroy; and DBRL staff members Amanda Burke, Kirk Henley, Melanie Henry, Sarah Howard, Erin Magner, Mandy McConnell, Nathan Pauley, Abbey Rimel, Angela Scott, Jim Smith, Mitzi St. John, Matt Swearngin and Lauren Williams.

Public Comment

There was no comment from the guests in attendance.

Minutes

Hays-Martin asked for corrections or changes to the open and closed session minutes of May 12, 2022. Hearing none, she declared both sets of minutes approved as written.

Monthly Reports

Director's Report: Conroy introduced librarian Matt Swearngin to the board, noting that Swearngin has worked for DBRL for many years in various capacities, and recently was hired to fill the vacancy created by Greg Reeves' retirement.

Swearngin exited the meeting.

Conroy announced that 2022 Summer Reading is off to a strong start. Howard added that over 6,000 people have signed up for Summer Reading individually or in groups.

Conroy reported that, due to the CDC raising the community infection status from low to medium level in Boone County, all DBRL branches have gone back to requesting that staff and patrons wear masks. Managers in charge of programming are making case by case decisions on registration and/or masking requirements.

The strategic planning consultants have reported that they received a lot of good feedback during the three staff focus groups held in early June. The consultants noted that matters related to diversity, equity and inclusion (DEI) came up in each session. Conroy thanked the Trustees for submitting their availability for strategic planning work sessions in July. At those meetings, the Trustees will look at the results from the staff focus group meetings as well as community trend statements developed by the staff steering group.

Financial Report: Smith reviewed the May 2022 financial report, noting that 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. In response to a question from Nielsen, Smith stated that he does not yet know if last year's collection pattern was an anomaly but he will be monitoring collections closely.

Service Report: Conroy noted that an updated version was distributed. In response to a question from Daly, Conroy stated that the Hallsville Library-To-Go was unavailable for two weeks in May while the old locker set was removed and the new set installed.

Service Spotlight: Library-To-Go

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Circulation Manager McConnell presented information to the board about the new Library-To-Go systems installed in Hallsville and at HSPL, including video of the lockers' operations.

Committee Reports

Nominating Committee: Hays-Martin reported that the Nominating Committee met on May 12 and the Trustees received the proposed slate by memo. Hays-Martin called for and heard no discussion or further nominations from the floor.

ACTION: The motion recommending the following slate of officers for 2022-23 comes from the Nominating Committee and does not need a second.

President: Dorothy Carner

Vice-President: Mary Fennel

Secretary: Susan Daly

Warrant Officer: Jean Howard

The motion passed.

New Business

Policy 2-680 Test Proctoring: Conroy stated that, for the reasons outlined by memo, staff are requesting the board rescind Policy 2-680. In response to a question from Daly, Scott stated that the most test proctoring requests received in a pre-pandemic year was 78, with about 10% of the students failing to show up for the proctoring appointment. Carner noted that MU libraries have discontinued offering proctoring services as well.

ACTION: Powell moved, Markie seconded rescinding Policy 2-680 Test Proctoring.

In response to a question from Kimura, Scott stated that public school students have not used the service in the past. Some home schooled students have, but none since the beginning of the Coronavirus pandemic. Many school systems have changed their proctoring requirements to allow virtual options since the pandemic began. Library staff will be provided with options to recommend to any students who do inquire about proctoring. Conroy noted that test proctoring was never offered to students of local colleges and universities.

ACTION: The motion passed.

Policy 2-617 Code of Ethics, Public Disclosure: Conroy stated that this policy is filed with the Missouri Ethics Commission biannually and outlines public disclosures board members must make to protect the organization from real or perceived conflicts of interest between a Trustee's service on the board and any private enterprise they may be involved with. Filing the policy eliminates the need for each individual Trustee to fill out a personal financial disclosure (PFD); on the staff, Conroy and Smith must each fill out PFDs.

ACTION: Sutenfield moved, Daly seconded readopting Policy 2-617 Code of Ethics, Public Disclosure. The motion passed.

Meeting Locations and Recordings: The board discussed resuming the pre-pandemic schedule of holding one meeting per year at each of the other three DBRL branches and agreed to do so.

The board discussed a request from a staff member to broadcast and post recordings of board meetings. Conroy noted that current meeting procedures and records are sufficient to meet the requirements of a public meeting. The Trustees were unsure as to what additional benefit there

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would be to listen to a recording of their business meetings, but agreed to a six month trial before revisiting the topic.

CPL Shelving Disposition: Conroy asked the Board and heard no objection to disposing of the large amount of extra shelving currently stored in the CPL basement. The shelving is not going to be used by DBRL and is taking up room that can be used by the Friends and by staff and patrons sheltering during tornado warnings. Conroy hopes to sell some of the shelving to other libraries.

Other Business

There was no other business.

Staff Comments/Announcements

On the occasion of her final DBRL board meeting, Burke thanked the Trustees for their support and let them know she enjoyed working with them.

Board Comments/Announcements

Hays-Martin thanked Burke for her work on behalf of the board and presented her with a card and gift from the Trustees.

Daly reported that she has a new grandchild.

Closed Session

ACTION: Markie moved, Nielsen seconded entering Closed Session concerning matters of legal action as authorized under 610.021(1) RSMo. Vote on the motion was taken by roll call: Anderson – yes; Carner – yes; Daly – yes; Fennel – yes; Harrison – yes; Hays-Martin – yes; Kimura – yes; Markie – yes; Nielsen – yes; Powell – yes; Sutenfield – yes; Westerfield – yes and Winter – yes. The motion passed.

Open Session resumed at 8:13 p.m.

Adjournment

Hearing no further business, Hays-Martin adjourned the meeting at 8:14 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Board Secretary