

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

**Call to Order, Roll Call and Determination of Quorum**

Dorothy Carner, President, called the meeting to order at 6:00 p.m. via Zoom.

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

Also in attendance were DBRL Executive Director Margaret Conroy; and DBRL managers Kirk Henley, Melanie Henry, Sara Henry, Erin Magner, Mandy McConnell, Nathan Pauley, Eric Schmeck, Angela Scott, Jim Smith and Mitzi St. John.

**Public Comment**

There was no comment from the guests in attendance.

**Minutes**

Carner asked for corrections or changes to the minutes of June 16, 2022. Hearing none, she declared both sets of minutes approved as written.

**Monthly Reports**

**Director's Report:**

Conroy announced that 2022 Summer Reading is going well, with over 8200 people registered.

The strategic planning consultants have submitted the report of the feedback from the SWOT survey and the four staff focus groups. Conroy reminded the Trustees about the strategic planning work sessions scheduled for the last week 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. A concern was expressed about the potential stifling effect on conversation with meeting over Zoom rather than in-person. Margaret explained that the consultants have experience using Zoom for retreats, and at this time it may not be possible to switch to an in-person day-long session. She agreed to ask Carolyn Sullivan, new Chapter Coaching, what might be possible and asked that trustees share their thoughts with her via email.

Suttentfield entered the meeting.

**Financial Report:** Smith reviewed the June 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 If the 2022 property tax collection is under the projected budget total at year-end, funds may need to be withdrawn from Fund Balance to cover the shortage

**Service Report:** Conroy shared the service report on the screen and noted that the narrative portion is not provided due to her being out for several days. In response to a question from Carner, Pauley explained how the website page views could be affected by direct use of the library's digital services, including the Libby OverDrive app.

**Old Business**

**Quarterly Update on 2022 Objectives and Tactics:** Conroy reviewed the staff's progress toward meeting organizational goals. She highlighted achievements made in the first two quarters, as well as some of the large projects that will be the staff's focus for the remainder of the year.

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**New Business**

**Policy 1-345 COVID-19 Leave:** Conroy stated that the uptick in COVID cases prompted a second look at the library's expired COVID leave policy. Staff recommend reinstating the policy as edited to remove reference to the provision for 2/3 pay replacement under prior rules. Markie asked whether it would be better to hold the policy for a potential bargaining item once the union contract negotiations are underway. Margaret pointed out that it would likely take months for a contract to be approved and the uptick in COVID is currently happening. Hays-Martin asked whether documentation would be required and Conroy stated no, that the library trusted staff to self-report honestly. Harrison stated that the policy was in character with the way the library has historically looked after staff.

**ACTION:** Anderson moved, Nielsen seconded reinstating Policy 1-345 COVID-19 leave as presented. The motion passed.

**Other Business**

There was no other business.

**Staff Comments/Announcements**

**Board Comments/Announcements**

Debra Winter announced that she will be resigning from the Callaway County Library District board effective July 31, pending a move out of the district to the Jefferson City area. She has accepted a new position as the business manager of Missouri River Regional Library.

Carner thanked the library for providing an ALA membership and the registration for the online version of the ALA Annual Conference. She said she appreciated the opportunity and learned a lot, especially about what was happening in the areas of library technology.

Tonya expressed interest in the in-person retreat format and shared that July 25 is her birthday.

Pat asked whether we have heard anything from Amanda.

**Closed Session**

**Adjournment**

Hearing no further business, Carner adjourned the meeting at 6:29 p.m.

Minutes recorded by Margaret Conroy.

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Board Secretary