

Daniel Boone Regional Library
Minutes, Meeting of September 15, 2022

Call to Order, Roll Call and Determination of Quorum

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

Daniel Boone Regional Library (DBRL) Board members in attendance were: Bradd Anderson, Margrace Buckler, Dorothy Carner, Mary Fennel, Tonya Hays-Martin, Jean Howard, Cori Miller, Pat Powell, Jennifer Rodewald, Nate Suttentfield, and Khaki Westerfield. Susan Daly, Kate Markie, and August Nielson were absent.

Also in attendance were Gerry Richardson of Evans & Dixon LLC, DBRL Executive Director Margaret Conroy, and DBRL staff members Melanie Henry, Sara Henry, Megan James, Sam Jeffery, Erin Magner, Sherry McBride-Brown, Amanda McConnell, Nathan Pauley, Abbey Rimel, Angela Scott, Jim Smith, Mitzi St. John, and several staff members joined by Zoom.

Public Comment

There was no public comment from the guests in attendance.

Minutes

Carner asked for corrections to the minutes of August 11, 2022. Hearing none, she declared the minutes approved as written.

Monthly Reports

Director's Report: Conroy introduced Megan James as the new Executive Assistant.

Conroy introduced Cori Miller and welcomed her to her first regional board meeting as the newest member of the Callaway County Library District Board.

Conroy reminded those in attendance that there would be a closed session as the final agenda item where DBRL's labor attorney would answer questions regarding the union bargaining process. The final bargaining team has been agreed upon, and the first session will be on October 3, 2022.

Staff have been providing their input into the strategic planning process through various means, including in-person sessions at CPL and CCPL. The working group will meet on September 20, 2022 to draft a plan to present to the Long Range Planning (LRP) Committee for review and feedback. The intent is to have a final plan prepared for board approval during October, however, if changes are needed based on feedback received from the LRP committee, approval may occur in November. Conroy shared that staff are excited about being included in the process and have been providing consistent, constructive responses. The final plan will be effective beginning January 2023.

Conroy shared that automatic renewals for borrowed materials began on September 1, 2022. Items will automatically renew three times unless they have been placed on hold by another patron or until they have exceeded their renewal limit. Conroy thanks Nathan Pauley and Amanda McConnell for their work on making this service available.

RFID tagging has been completed.

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CPL will begin working with the School of Social Work at the University of Missouri - Columbia to become a practicum site in January 2023. Details of this process are undetermined as of now, but the student will work to assist patrons in the CPL population that require access to additional resources and services.

Financial Report: Smith reviewed the August 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 reference to the State Aid and Athletes and Entertainer's Tax under Revenues, Smith noted that these categories were previously reported as one. Conroy and Smith decided to categorize these separately in order to accurately reflect the funds received from each. Conroy added that they made this change because the two funds have different guidelines in how they can be used. State Aid can be applied to a vast number of expenditures, but the Athletes and Entertainer's Tax must be used for collections. Making this change provides a more accurate representation of the money received that is then expended in materials budget.

Smith reported that, as of now, he expects us to be at or under budget.

Service Report: Conroy noted that library use has increased in most areas. Megan compiled a narrative report to provide explanation for significant increases in some areas. The Bookmobile is fully operational again, more patrons are using the online catalog, and the number of programs has increased. Year-to-year comparisons should become more accurate as we progress into 2023 and are no longer using COVID-based statistics.

Service Spotlight: Callaway County Update - Sherry McBride-Brown

Librarian Sherry McBride-Brown provided an update about the success of programs and services that CCPL has been and plans to provide. These services include a partnership with local schools to register students with library cards, programs such as Coloring for Adults and Family Stories and Friends, marketing library events with the help of local businesses such as Callaway Bank, and more.

District Board Reports

Callaway County Library District: Suttentfield reported that the Callaway County Library District Board met on August 25, 2022 at 5:30 p.m. They voted to approve the 2022 operating tax rate at 26 cents per \$100 of assessed valuation.

Columbia Boone County Library District: Westerfield reported that the Columbia and Boone County Library District Board met on August 24, 2022 at 5:30 p.m. We voted to approve the 2022 operating tax rate at 30.22 cents per \$100 of assessed valuation.

New Business

Policy 2-714 Staff Travel, Conference and Training Expenses

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Conroy stated that in order to ensure staff has access to conferences and training where it relates to their position, staff is requesting the board revise Policy 2-714. The changes include editing the language to include a broader range of employees, updating the name to Professional Development to more accurately reflect its purpose, and moving the policy from Fiscal Management to the Employee Benefit section. Some procedures will be altered to accommodate these changes.

ACTION: Howard moved, Powell seconded approving the recommended changes to Policy 2-714 Staff Travel, Conference and Training Expenses. The motion passed.

Conroy noted that the procedures have been altered to increase the amount of dues reimbursement from \$200 to \$300.

Policy 1-322 Service Club Memberships

Conroy proposed instating a new policy that provides staff with financial support and encouragement to be involved in community organizations as representatives of DBRL. The recommendation is that DBRL would pay 50% of the costs of membership (dues, meals, etc.). This ensures employee commitment to the organizations they choose to join, but also that they feel supported in seeking out these opportunities.

ACTION: Powell moved, Sutenfield seconded adopting Policy 1-322 Service Club Memberships.

In response to a question from Anderson, Margaret stated that this policy will apply to civic, non-partisan organization memberships. Political and religious organizations are considered personal affiliations and will not be considered under this policy.

ACTION: The motion passed.

Other Business

There was no other business.

Staff Comments/ Announcements

There were no comments or announcements from staff members.

Board Comments/Announcements

Fennel shared that during a recent Callaway Friends of the Library sale they received a call asking to speak with a trustee. The call was from an author and former Fulton resident who wanted to share her praises for the Callaway County Public Library and ask for suggestions on how to build a successful library. She was very complimentary of the DBRL system and CCPL library.

Closed Session Concerning Matters of Legal Action as Authorized Under RSMo 610.021(1)

ACTION: Howard moved, Rodewald seconded entering Closed Session

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Concerning Matters of Legal Action as Authorized Under RSMo 610.021(1). Vote on the motion was taken by roll call: Anderson – yes; Buckler – yes; Carner – yes; Fennel – yes; Hays-Martin – yes; Howard – yes; Miller – yes; Powell – yes; Rodewald – yes; Suttentfield – yes; Westerfield – yes. The motion passed.

Open session resumed at 7:15 p.m.

Adjournment

Hearing no further business, Carner adjourned the meeting at 7:16 p.m.

Minutes recorded by Megan James.

Susan Daly, Secretary