

Daniel Boone Regional Library
Minutes, Meeting of October 13, 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, Susan Daly, Mary Fennel, Tonya Hays-Martin, Jean Howard, Kate Markie, Cori Miller, Pat Powell, and Khaki Westerfield. August Nielson, Jennifer Rodewald, and Nate Sutenfield were absent.

Also in attendance were AFSCME representatives Jane Billinger and Sisto Campana; DBRL Executive Director Margaret Conroy; and DBRL staff members Kirk Henley, Melanie Henry, Megan James, Erin Magner, Jessica McNear, Nathan Pauley, Eric Schmeck, Angela Scott, Jim Smith, Mitzi St. John, and Lauren Williams.

Public Comment

There was no public comment from the guests in attendance.

Minutes

Carner asked for corrections to the minutes of September 15, 2022. Hearing none, she declared the minutes approved as written.

Monthly Reports

Director's Report: Conroy shared that several staff members were able to attend the annual Missouri Library Association Conference held in Springfield this year. This was a great opportunity to learn more about the topics discussed as well as reconnect with other library professionals in person.

Conroy mentioned that the automatic renewal system launched on September 1 is going well.

In addition to her report, Conroy noted that there are several building projects in progress including restriping of the parking lot at CPL which will not require a library closure. The drum caulking and water repellant project vendor was approved. Conroy mentioned that the Procurement Policy will need to be readdressed to clarify the process for selecting and approving contracts. The current process is to have the board approve the bid due to it being a significant amount. She expressed appreciation for the board approving the chosen vendor. The vendor has been onsite to complete their work plan, and the hope is that it will not disrupt services. Smith added that the chemical required to complete the work has a long delivery time, but Russ Niermeyer, Facilities Manager, is working with the vendor to determine a solution that allows the work to be completed on time. Conroy noted that the intention is to have the work done before the end of 2022.

The strategic planning process has been paused for a couple of weeks. Anderson will share about the Long Range Planning Committee meeting, and planning will resume the week of October 24.

Financial Report: Smith noted that the September 2022 Financial Report was located in the packet. He noted that he had no additional comments to add that were not included in the report and offered to answer any questions. No questions were had.

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Service Report: Conroy noted that the September 2022 Service Report was included in the packet along with a narrative to explain large increases or decreases from the previous year. Conroy reminded the board that we are still in recovery mode as far as data is concerned and will not have accurate comparisons until 2023 when numbers reflect the library operating at full capacity.

Service Spotlight: Staff Day - Jessica McNear

Conroy introduced Jessica McNear as the new Training and Development Specialist. McNear started in June, and this was her first opportunity to manage the all-staff development day on October 10.

McNear shared that this was one of the first projects she was tasked with when she started at DBRL. Staff members were surveyed to determine the topics they were most interested in learning more about, and a committee of approximately 20 staff members was formed to help with planning logistics, offer presentations on their expertise, or connect with community organizations for training sessions.

Ian Hill, from Niche Academy, was this year's keynote speaker. Hill has been Humanitarian of the Year and Child Advocate of the Year along with founding the nonprofit Let Them Be Kids that builds playgrounds in underfunded communities. Hill has valued libraries since he was taught to read by a librarian at 17. He hosted three breakout sessions on Staff Day and has committed to 30 days of one-on-one coaching with all DBRL staff members that choose to participate.

McNear shared that in addition to the group training from The Centre Project, staff were able to choose from 18 different breakout sessions with topics covering intellectual freedom (featuring staff member Otter Bowman, 2022 MLA President-Elect), overdose responses, readers advisory, etc. Staff have expressed a lot of positive feedback and are already sharing ideas for next year's Staff Day.

Westerfield voiced amazement at the amount of breakout sessions available. McNear added that this was thanks to the multitude of people coming together to make the entire event successful including community participation from the Food Bank, Our House from Callaway County, Central Missouri Humane Society, and more.

Anderson asked if she was surprised by anything that occurred but expressed that the whole day seemed to be full of surprises. McNear responded that she had full confidence in the planning committee and could tell there was a lot of excitement leading up to the day.

Committee Reports

Long Range Planning Committee: Anderson reported that the Long Range Planning committee of the board met on October 6 at 4:00 p.m. The committee agreed to the priorities and goals as they were presented in Agenda #7.a.i. The committee will meet again to approve the final plan before it is recommended to the full board for approval. Anderson expressed that the committee is excited about the plan and it seems positive.

Old Business

2022 Objectives and Tactics: 3rd Quarter Report: Conroy noted that the Quarter Report reflects

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objectives that have been accomplished in the 3rd quarter. The report is not comprehensive, but it demonstrates that progress has been made. Conroy indicated that the self-checkout machines are now using the RFID tags and thanked Pauley and Mike Mullet for their work on this so patrons can now experience the ease of using RFID. She said that this project can now be considered successfully completed.

Conroy added that the majority of items listed in the report are routine activities, but pointed out that Fiber Arts Kits are now circulating. These were purchased with funds bequeathed to DBRL, and they help people learn to knit or crochet. Henley announced that one Fiber Arts Kit has been checked out, but the arrival of the kits has not been explicitly shared with the public yet.

New Business

Policy 2-652 Public Posting and Distribution of Materials Policy: Conroy stated that this policy has been revised as part of the regular review process. This policy addresses what will or will not be posted on the community section of the bulletin board. The changes suggested rearrange language specifically addressing materials from childcare providers and clarify that they may advertise free programs but cannot solicit for for-profit aspects of their business. Requests for these types of advertisements used to be more common than they have been recently.

ACTION: Howard moved, Daly seconded approving the recommended changes to Policy 2-652 Public Posting and Distribution of Materials Policy. The motion passed.

Other Business

There was no other business.

Staff Announcements

Williams shared that Excel Adult High School is a program funded by the Missouri State Library that enables adults who did not finish high school to obtain their diploma. DBRL pays \$1,000 per participant to provide a scholarship and Chromebook. The program has received generous donations from Friends of the Columbia Public Library, Friends of the Callaway County Library, the DBRL Foundation, and other donors. The program has graduated its first three participants, and a graduation ceremony is being planned for December 10, 2022. Williams will share more information about this as the date nears and invites anyone interested to attend to celebrate the accomplishments of the graduates. Conroy added that these ceremonies are cherished by graduates as they have missed out on these experiences in the past and would love to have a show of support in the audience to celebrate them.

Board Comments/Announcements

Markie announced that she was absent at the last board meeting because she was celebrating the birth of her now three week old granddaughter Cecilia June!

Closed Session Concerning Matters of Legal Action as Authorized Under RSMo 610.021(9)

ACTION: Markie moved, Daly seconded entering Closed Session 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; Daly – yes;

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Fennel – yes; Hays-Martin – yes; Howard – yes; Markie – yes; Miller – yes;
Powell – yes; Westerfield – yes. The motion passed.

Open session resumed at 7:25 p.m.

Closed Session Minutes

Carner asked for corrections to the closed session minutes of September 15, 2022.

ACTION: Powell moved, Fennel seconded approving the closed session minutes of September 15, 2022. Vote on the motion was taken by roll call: Anderson – yes; Buckler – yes; Carner – yes; Daly – yes; Fennel – yes; Hays-Martin – yes; Howard – yes; Markie – yes; Miller – yes; Powell – yes; Westerfield – yes. The motion passed.

The minutes were approved as written.

Adjournment

Hearing no further business, Carner adjourned the meeting at 7:26 p.m.

Minutes recorded by Megan James.

Susan Daly, Secretary