

Daniel Boone Regional Library
Minutes, Meeting of November 10, 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, Kate Markie, Cori Miller, August Nielson, Pat Powell, Jennifer Rodewald (via Zoom), Nate Suttendfield (via Zoom), and Khaki Westerfield. Jean Howard was absent.

Also in attendance were DBRL Executive Director Margaret Conroy and DBRL staff members Kirk Henley, Melanie Henry, Erin Magner, Nathan Pauley, 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 closed and open session minutes of October 13, 2022.

Hearing none, she declared both sets of minutes approved as written.

Monthly Reports

Director's Report: Conroy shared that feedback about training completed on Staff Day was still positive. Jessica McNear continues to build on those training sessions.

The drum caulking and water repellant project featured a 60 day work completion clause, so the work should be halfway completed so far and may finish early.

Rodewald joined the meeting via Zoom.

Reaction to the trial Nursing Station has been positive so far, and the Library will consider a more permanent solution in 2023.

Financial Report: Smith noted the October 2022 Financial Report, adding that he had no additional comments to add that were not included in the report.

In response to a question from Conroy, Smith stated that current numbers reflect that revenue will be under budget, mostly due to the timing of 2021 property tax collections. Smith added that the Total Expenditures are expected to be under budget due to Salaries and Fringe Benefits. This is due to a lack of qualified applicants for some positions leading to delays in the hiring process. Nielsen asked how many openings DBRL had and how long it was taking to fill positions. Henry reported there were 3-4 open positions, and it takes an average of 30 days to fill positions.

Service Report: Conroy referenced the October 2022 Service Report, noting that circulation statistics will likely be inflated until next year due to the introduction of automatic renewals in September 2022. She added that program statistics are performing well, reflecting the increase in the number of programs being offered and the return of patrons in person.

Service Spotlight: Excel Adult High School – Lauren Williams

Williams shared that Excel Adult High School (EAHS) was launched at DBRL in November

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2021, and it is a program that allows adults to obtain an accredited high school diploma online. According to the Census, 12,600 adults in Boone and Callaway counties do not have a high school diploma, and unemployment rates for these individuals are higher due to limited educational and career opportunities.

The Missouri State Library pays for the online platform featuring curriculum and coaching through ARPA funding, and DBRL provides the following for each applicant selected from the service area: \$850 scholarship and \$250 Chromebook to eliminate technology barriers. The funds to support these students have been raised through the DBRL Foundation, Friends of the Columbia Public Library, Friends of the Callaway County Public Library, Veterans United, and more. Those interested can apply through DBRL's website and complete a three step application process consisting of the online application, online practice course, and in-person interview. DBRL requires applicants to either have or be willing to obtain a library card as well as live within the DBRL service area.

In response to questions from the Board, Williams shared the following. Applicants can transfer up to 16 credits. The students live in both rural and urban parts of the service area. Their ages range from 18 to early 50s. DBRL staff does travel to Callaway County for interviews.

A graduation ceremony for the current graduates will be held on December 10, 2022 from 2 p.m. to 3 p.m. in the Columbia Public Library Friends Room. The keynote speaker will be Macie Peterman, the Director of Inclusion and Engagement at Shelter Insurance.

Committee Reports

Finance Committee: Anderson, reporting for Howard, sharing that the Finance Committee completed three interviews for commercial insurance brokers on October 18 and October 25. On November 1, the committee met to discuss which broker would best suit DBRL's needs for the next three years based on the services they would provide and the fee they requested. The committee passed a motion at a 3 to 1 vote to recommend approval of the TIG proposal to the Board. Nielsen asked which companies had been considered, and Smith responded that Naught-Naught Agency and Winter-Dent had also been interviewed.

In response to a question from Daly, Smith shared that as part of the Secure Act, long-term part-time employees will be required to be allowed to participate in the 401k program, which would impact 35 current DBRL employees. The law requires a participation allowance, but it does not require DBRL to match contributions for these employees. The Board could choose to allow matching contributions, and if all 35 employees participated at the maximum rate of 6%, the potential cost to DBRL would be approximately \$17,100. This will be further discussed through union negotiations and brought to the Board for approval.

ACTION: The motion came from the Finance Committee recommending approval of TIG as DBRL's commercial insurance broker and did not require a second. A voice vote was taken. The motion passed.

Anderson reported that the Finance Committee also reviewed the draft Final 2023 Operating Budget in detail on November 1. Following the presentation and discussion, the committee passed a motion recommending the Board of Trustees approve the 2023 Operating Budget.

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Smith provided a brief overview of the 2023 Operating Budget, reporting that revenue is budgeted to increase in 2023 due to multiple factors. Property tax revenue is expected to increase due to growth in both library districts and increased appropriations for State Aid and Athletes and Entertainers Tax revenues are expected.

Smith reminded the Board that approval of the 2023 Operating Expenditure Budget gives staff the authority to expend funds for 2023. He reviewed the anticipated increase in Salaries and Fringe Benefits costs, which includes a 5% across-the-board raise, a placeholder for a full-time position, additional hours for circulation, minimum wage increase, and an increase in benefit costs. In response to a question from Westerfield, Smith stated that the Missouri minimum wage is increasing to \$12.00 per hour in 2023. Library Materials expenditures reflect an increase due to the expected increase in Athletes and Entertainers Tax revenue which is all allocated to Library Materials because of its restrictions. General Operating expenditures are expected to increase from 2022 due to offering membership dues reimbursements to more employees and the increased costs of membership, increases expected in staff training costs, a predicted increase in the IRS standard mileage reimbursement rate, an allowance for increased attorney costs, and an allowance for a Diversity, Equity, and Inclusion consultant. Buildings Operations and Maintenance is expected to decrease as the drum repair project will be completed in 2022, but the following 2023 costs are reflected: resealing and restriping of CPL North Lots, CCPL lot, and SBCPL lot, potential renovation of CPL Cypher sculptures, and insurance premium increases.

Smith reviewed the anticipated Capital Outlay expenditures in 2023, which include furniture and equipment replacements, computer replacements and additional computer equipment, additional remote lockers to be considered in both counties, additional security cameras at CPL, a van replacement reappropriated from CY 2022, and potential Lactation Pod that we will request Foundation funding to purchase.

Smith reviewed the Fund Balance projection for December 31, 2023 and described the four savings categories within Fund Balance. Regarding the Unrestricted Fund Balance, Nielsen asked if the Library had a specific amount set aside to pay towards large claims if needed. Smith responded that DBRL has reasonable deductibles for claims so this is not required.

ACTION: The motion came from the Finance Committee recommending approval of the 2023 Operating Budget and did not require a second. A voice vote was taken. The motion passed.

New Business

Discussion of SOS Proposed Administrative Rule: Conroy stated the library community at large is concerned about the proposed changes to Administrative Rules made recently by the Secretary of State (SOS), and DBRL plans to comment when the comment period opens about how the change could affect Library operations. Due to the vague language in the proposal that has not been clarified by the SOS, it is difficult to determine the ramifications it would have. Libraries have long maintained a collection development policy that guides the selection of children's and youth materials, and DBRL has a process in place that allows those interested to object to materials or the placement of materials within the library.

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DBRL does a good job stating that it is the parents' responsibility to check materials out for their children. Librarians, with a foundation in intellectual freedom, want to ensure that collections reflect the needs of the community. The Board approves the Materials Selection Policy, and professional librarians manage what is provided. The proposed rule takes the responsibility away from the Board and puts it on the SOS and community at large.

The vague language says that the appropriateness for age and maturity level of any one minor would need to be considered. This puts the burden on library staff to restrict the circulation of materials to children of which they have no indication of parental preferences. Current Library practice requires minors to have a parent signature on their library card, which indicates inherent permission from the parent for the minor to use the library. The language also suggests that materials will need to be segregated more than they are currently, and materials covering topics that could be considered sensitive to some could not be displayed.

Conroy stated that DBRL will develop a response to submit within the comment period. A document from the Missouri Public Library Directors was distributed. They have been providing guidance for how to respond, particularly for small libraries who would be more directly harmed by the change. Conroy recommended that the Board make a public statement addressing the issue. The union is also planning to make a statement and has approached Conroy about the potential of a joint statement with the Library if the Board is interested.

Conroy noted that the costs of non-compliance are difficult to determine because of the many types of funding it could affect. The State Librarian shared that it is the SOS's intent to require compliance to receive any funding that libraries receive through the State Library. DBRL could choose to not comply, but that decision would not be fiscally responsible and would not be supportive of smaller libraries that cannot afford non-compliance. Conroy has requested audience with the SOS, but she has not received a response.

In response to a question from Buckler, Conroy stated the SOS office could ignore comments that are filed, but if enough comments are received that reflect poor fiscal impact due to the change then, to her understanding, the rule must be sent to the Joint Committee on Administrative Rules. This rule is the action that the SOS has the capacity to implement, but it is likely a member of the legislature will file a bill with similar language when the new session begins. The end of the last session featured an amendment to Senate Bill 775 that restricted materials in school libraries.

Conroy stated that the issue is sensitive because no one wants to be seen as harming children, but books don't harm children. Parents who are actively involved in their children's lives get to decide what information their children need. This change also includes teenagers who need access to the library to learn information about themselves they may not be able to at home. The Library can provide this information, and then step back. Anderson concurred, stating that there is no such thing as an average kid, and this is the decision of a caregiver, not a one-size-fits all decision by a state government.

Daly stated that it is important for the Board to make a statement, and Nielson added that one should be made as soon as possible so that DBRL can be a leader in the conversation. Conroy responded that the State Librarian was asking libraries not to make all comments at the onset of

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the comments period, adding that DBRL could make a public statement calling the public to action when the period opens and file a comment later in the period. She added that the union plans to make a statement on November 15, the first day of the comment period.

ACTION: Powell moved, Markie seconded making a formal public statement regarding the SOS proposed change to Administrative Rules. A voice vote was taken. The motion passed.

Conroy noted that she will follow up with the union about their interest in addressing the issue jointly. The Missouri Library Association has come out strongly against the proposed rule. Their Legislative Committee and Intellectual Freedom Committee have statements addressing it. Libraries across the state are working to address the proposed change with the SOS and continue to work with legislators to make clear that librarians know what they are doing and care about their communities, but will fall on the sword of intellectual freedom for those communities because libraries are foundational to democracy.

Rodewald exited the meeting.

Other Business

There was no other business.

Staff Announcements

There were no announcements.

Board Comments/Announcements

Hays-Martin shared that the Library had helped coordinate Tim Collins as a presenter for multiple North Callaway County schools to discuss bullying. She thanked all who were involved.

Closed Session Concerning Preparation, Including Any Discussions or Work Product, on Behalf of a Public Governmental Body or its Representatives for Negotiations with Employee Groups Under RSMo 610.021(9)

ACTION: Westerfield 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; Fennel – yes; Hays-Martin – yes; Markie – yes; Miller – yes; Nielsen – yes; Powell – yes; Suttentfield – yes; Westerfield – yes. The motion passed.

Open session resumed at 7:36 p.m.

Adjournment

Hearing no further business, Carner adjourned the meeting at 7:36 p.m.

Minutes recorded by Megan James.

Susan Daly, Secretary