

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

Also in attendance were DBRL Executive Director Margaret Conroy and DBRL staff members Kirk Henley, Melanie Henry, Sara Henry, Sarah Howard, Erin Magner, Angela Scott, Jim Smith, Mitzi St. John, and Lauren Williams.

**Public Comment**

There was no public comment.

**Minutes**

Carner asked for corrections to the closed and open session minutes of November 10, 2022.

Carner noted that Conroy's name was misspelled on page four. Hearing no other corrections, she declared both sets of minutes approved with corrections.

**Monthly Reports**

**Director's Report:** Conroy announced that the library has purchased a table for 10 at the January 19, 2023 Columbia Values Diversity Breakfast. If any board members are interested in attending, they should let Megan James know. If not, the table will be filled with interested staff members.

Conroy reminded the board that the library provides mileage reimbursement for travel to and from board and committee meetings for those interested in claiming it. Those interested should contact James to receive the form. Forms should ideally be returned before the end of the year.

November featured three union bargaining sessions and a lot of activity around the Secretary of State's proposed Administrative Rules. December 15 was the end of the comment period, and there has been media coverage supporting both sides of the issue.

The 100 year celebration of the Columbia Public Library comes to an end in December. The final celebration is a hidden ticket event.

**Financial Report:** Smith reported that the tax payments for December 2022 were received. The Callaway County income tax is expected to collect 98% of the budget, and Columbia/Boone County is expected to collect 102%. Overall, 101% of the expected tax revenue will be collected before the end of the year. Smith remarked that this is not what he had anticipated, but because the collection pattern has changed, the library will be collecting the necessary tax revenue.

For expenditures, Smith reported that Salaries and Fringe Benefits will be under budget due to turnover. For other expenditures, Smith is still waiting to receive invoices for several projects including the drum caulking and water repellent project at CPL and new carpet installation at Callaway County Public Library. Total expenditures are expected to be under budget.

**Service Report:** Conroy referenced the November 2022 Service Report, noting that percentage

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increases are still significant due to the COVID data reflected in 2021 numbers. The narrative provided in the board meeting packet further explains any other significant increases, but overall the statistics are performing well.

**Committee Reports**

Long Range Planning Committee: Anderson reported that the Long Range Planning Committee met on December 8 to review the 2023-2025 Strategic Plan. The committee had good discussion, and is ultimately pleased to recommend the Plan to the board for approval.

Conroy reviewed the Strategic Plan proposal, first indicating that the vision and mission statement from the previous plan has been included as the committee felt they were still valid, and the plan is projected for three years. A statement addressing the board's fiduciary responsibility and fiscal sustainability commitment has been included in the introduction at the committee's suggestion. Conroy further described each priority and their goal statements and performance goals, noting that in addition to the public facing portion of the Plan, there is an internal document that tracks action items for each goal, the resources needed, expected year of completion, and staff members or departments responsible.

Conroy briefly described the goals associated with People-First Workplace Culture, indicating that this internally focused goal aims to improve employee engagement, development opportunities, customer service to coworkers, and culture. Nielsen remarked that engagement can be difficult to measure and encouraged having a consistent and valid form of measurement used throughout the period of the Plan. Westerfield asked that Conroy share the internal document with the board once it has been established.

Markie expressed concern about the plan prioritizing staff over the public since DBRL exists to serve the public. Conroy responded that the list of priorities was not intended to be in priority order, but the order can be changed. Other board members concurred with Markie's suggestion to change the order. Conroy indicated that she would make the change as well as ensure that staff members know the change is not meant to devalue them. Hays-Martin shared that she loves the idea of People-First Workplace Culture, but suggested that the library should strive to have a people-first culture and attitude throughout the library and for the public as well.

Hays-Martin added that the library should strive to be more than a minimum wage employer, and though it costs money, this could improve employee engagement as well. Conroy responded that there are some minimum wage employees, but the majority of staff is above the minimum. She added that while the library is conscious of wanting to move everyone up and pay as much as can be afforded, that is no longer able to occur without approval from the union. Adding language addressing increasing salaries to the Strategic Plan would be difficult without potentially promising something that cannot occur due to negotiations. Hays-Martin shared understanding, suggesting that the board could simply agree that it is something the library is working towards.

Conroy briefly described the goals associated with Excellence Through Diversity, Equity, and Inclusion, indicating that this priority is both internally and externally focused. Determining success for this goal will be different for each branch due to differences in community demographics. The intent is to ensure services and programs are reaching the appropriate audiences, and it will require a study of current policies and procedures including job

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descriptions and postings, outreach services, and more.

Conroy briefly described the goals associated with Community-Centered Services, noting that a community survey will be conducted in 2024. She also remarked that the commitment to sustainability will likely have a fiscal impact. In response to a question from Hays-Martin, Conroy stated that this priority focuses on helping DBRL's communities eliminate barriers and determining how the library can better serve those who have the highest needs. She added that the addition of the social work practicum program at CPL will work towards this goal and act as proof of concept to determine if DBRL should employ a full time social worker. Hays-Martin added that she has additional resources to assist in this area that she can discuss with Conroy.

ACTION: The motion came from the Long Range Planning Committee recommending approval of the 2023-2025 Strategic Plan and did not require a second. A voice vote was taken. The motion passed.

**Other Business**

There was no other business.

**Staff Comments/Announcements**

There were no announcements.

**Board Comments/Announcements**

Carner shared that she enjoyed attending the Excel Adult High School graduation celebration on December 10, adding that it was a wonderful, emotional program. She thanked the staff members who made it possible for DBRL to offer such a wonderful program to community members.

**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: Howard moved, Powell 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; Hays-Martin – yes; Howard – yes; Markie – yes; Miller – yes; Nielsen – yes; Powell – yes; Rodewald – yes; Westerfield – yes. The motion passed.

Open session resumed at 6:44 p.m.

**Adjournment**

Hearing no further business, Carner adjourned the meeting at 6:44 p.m.

Minutes recorded by Megan James.

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Susan Daly, Secretary