

**Daniel Boone Regional Library**  
**Minutes, Meeting of February 16, 2023**

**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, Kate Markie (via Zoom), Cori Miller, August Nielson, and Khaki Westerfield. Susan Daly, Pat Powell, Jennifer Rodewald, and Nate Suttentfield were absent.

Also in attendance were Investment Advisor Wilson Sundvold, DBRL Executive Director Margaret Conroy, and DBRL staff members Melanie Henry, Sara Henry, Erin Magner, Nathan Pauley, Eric Schmeck, Angela Scott, Jim Smith, Mitzi St. John, and various members of library staff.

**Public Comment**

Carner welcomed all guests and explained the guidelines for making a public comment.

Mary Kate Protzman of Columbia, spoke about the increase in social work and crisis intervention situations that front line staff are expected to manage and how the board can show support through increased compensation.

Carolyn Cain of Columbia, finished Protzman's statement.

Carner thanked Protzman and Cain for their statements and many years of service to the library.

**Minutes**

Carner asked for corrections to the closed and open session minutes of January 12, 2023. Hearing no corrections, she declared both sets of minutes approved as written.

**Monthly Reports**

**Director's Report:** S. Henry introduced the two new librarians who started in Callaway County at the end of January. Beth Ricks will be serving as a Generalist Librarian, and Whitley Abell is the new Youth Librarian.

Conroy reported that DBRL needs to have a key piece of internet equipment replaced in the near future, which will require all network connections to be offline. MOREnet will be completing the work, and all branches will need to be closed while the work is done because the system will be unable to checkout materials or use the internet connection. The plan is to have the work completed on a Sunday so that only Columbia Public Library (CPL) has to be closed. Affected employees will be compensated based on their regular schedules.

Conroy stated that she has been contacted twice from individuals in Ashland about purchasing the property DBRL owns there. She remarked that the current Ashland branch location is working well, but Ashland is growing. The board will need to decide if they want DBRL to continue ownership of the land or consider other possibilities.

DBRL's social work practicum student has been working at CPL for approximately a month for 20 hours a week. Associate Director Magner serves as his point of contact at the library. He assists with patron interventions and connecting patrons to services. He will also be helping

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administration assess the library's need for a full-time social worker. The student will likely make a presentation at the May regional board meeting.

Tax help has been successful with over 400 returns filed so far.

Financial Report: Smith stated that January's report is preliminary as he is waiting on investment information from the Boone County Treasurer as well as some remaining 2022 invoices.

The current amount in Checking is higher than January 2022 due to the timing of receiving the Callaway County Library District Railroad and Utility tax revenue. Contributions are also higher than expected at this point in the year due to a generous donation of \$55,000.00 from the CPL Friends of the Library. Expenditures are as expected aside from Insurance Building and Liability which increased more than expected, though there is no concern about this being over budget at the moment.

Service Report: Conroy noted that service numbers are returning to pre-pandemic levels, and the library feels much busier. Program numbers have not quite returned yet, but previous programs are being reinstated and new ones are being rolled out. The Service Report will still reflect the effects of the pandemic for coming months.

**Service Spotlight: Services to Ashland's Pre-K Population – Eric Schmeck**

Schmeck discussed the work that had been done at Southern Boone County Public Library (SBCPL) to increase the outreach opportunities for local childcare centers. SBCPL hosts exclusive story times on Tuesdays, Wednesdays, and Thursdays for these centers in addition to their regular Monday storytimes that are open to all guests. At storytime, the students are able to hear a new story and check out their own books. Overall, the programs are able to serve around 130 kids per week.

Conroy shared a recent social media comment the library had received. The comment remarked on how welcoming the SBCPL staff were, how they help to find books that meet specific needs, and how her daughter enjoys taking field trips to the library for storytime with Ms. Pam.

Schmeck indicated that Pam Verduin had done much of the work to get the partnerships started, and emphasized how much he relies on the SBCPL staff and their knowledge of the Ashland community.

**Old Business**

Meeting Options: Conroy referenced conversation from the January 12, 2023 board meeting considering what options the board prefers to ensure the meetings are accessible. Concerning the audio recordings that have been posted to the library's website, Conroy indicated that the largest usage number was 31 in August 2022, and it had declined to 7 in November and December 2022. She also noted for the board that several of the individuals using the recordings are for internal staff purposes.

Conroy noted that some options the board can consider are continuing to have a live option via Zoom without recording and posting the audio afterwards. Another option would be to have Zoom access and record the meeting, but refrain from posting the recording on the website. She noted that the library's retention policy clearly indicates that the minutes serve as the official

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record once approved. Conroy added that the board can have the meetings recorded without publishing them, and the library would need to maintain the records for one year.

Some discussion took place concerning the pros and cons of the available options. Conroy reminded the board that recording the meetings was not a DBRL policy. The request had come from a staff member to make the meetings more accessible, and the board had decided to do a trial period for six months. Ultimately, it was decided that a live option via Zoom would be made available, but the meetings will not be recorded or posted to the library's website.

**New Business**

**401(k) Retirement Broker Process Discussion:** Smith referenced the memo included in the meeting packet that discussed the process for selecting a retirement broker. He indicated that DBRL would be starting the process soon, and Wilson Sundvold was available via Zoom to answer any questions regarding both of the 401(k) memos in the packet.

The broker selection process, Smith explained, would begin with an RFQ (request for qualifications) to ensure interested brokers meet the qualifications DBRL needs in an investment advisor. Some of those qualifications include that the firm must: serve as a co-fiduciary with the DBRL board, offer advice to staff members participating in the program, and have an open architectural plan with investment options in each available category. After the RFQ process, an RFP (request for proposal) will be issued, and interested, qualified firms will have their proposal further evaluated against a more in-depth list of criteria. Smith stated that the hope is for the entire process to be completed no later than the August 10, 2023 regional board meeting. The chosen advisor would then begin providing DBRL services no later than January 2, 2024.

In response to questions from Nielson, Buckler, and Howard, Smith clarified that DBRL is looking for an advisor who will present their recommendations for investment options to the board for consideration, and they will be equally responsible for the choices made. Nielsen asked about the other broker arrangements that were available, and Smith indicated that the options would be for the board to have full fiduciary responsibility for the investment choices made or to allow the firm to have full fiduciary responsibility. Smith noted that during the previous search for a broker, the board had firmly expressed their desire to share fiduciary responsibility with the investment firm rather than have either party take full responsibility.

**401(k) Retirement Investment Change:** Smith stated that DBRL's investment advisor, Sundvold, had reported that Vanguard Global Equity Fund was performing poorly. Their proposal was to remove the Vanguard fund and move all funds currently invested in it to another fund in the same category. Sundvold believes the American fund has a better chance to rebound to better performance than Vanguard does.

**ACTION:** Nielson moved, Howard seconded approving the removal of Vanguard Global Equity Fund from the library's 401(k) offerings and movement of all funds invested in this investment option to the American Funds Capital World Growth and Investment R6.

In response to questions from Nielson and Anderson, Smith shared the amount currently in the fund and the plan's total assets, and he indicated that the trajectory projections are based on a

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year or more of performance data.

ACTION: The motion passed.

**Other Business**

There was no other business.

**Staff Comments/Announcements**

Conroy shared an update regarding the Secretary of State's Proposed Administrative Rules and HB1159, a similar bill that had been filed but includes a penalty fine for those libraries or library workers who do not abide by the law. She noted that members of the library community are working behind the scenes to address both the Rule and bill.

**Board Comments/Announcements**

Miller shared praise for the Book Cover Contest DBRL hosts for elementary students. She indicated that her daughter's friend had won the competition and was excited to receive a beautiful frame for her artwork and a gift card.

Markie noted a recent New York Times article titled "A Love Letter to Libraries, Long Overdue." The article talks about the services libraries provide compared to previous years and the things that make them the center of their communities. Carner echoed the importance of the article, and Conroy said she would share it with the board.

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

Open session resumed at 7:14 p.m.

**Adjournment**

Hearing no further business, Carner adjourned the meeting at 7:14 p.m.

Minutes recorded by Megan James.

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Susan Daly, Secretary