

**Daniel Boone Regional Library**  
**Minutes, Meeting of August 10, 2023**

**Call to Order, Roll Call and Determination of Quorum**

Nate Sutenfield, President, called the meeting to order at 6:00 p.m.

Daniel Boone Regional Library (DBRL) Board members in attendance were: Shannon Alvis, Margrace Buckler, Dorothy Carner, Mary Fennel, Jacqueline Kelly, Jean Howard, Kate Markie, Cori Miller, August Nielsen, Pat Powell, Jennifer Rodewald, and Nate Sutenfield. Tonya Hays-Martin and Khaki Westerfield were absent.

Also in attendance were DBRL Executive Director Margaret Conroy, and DBRL managers Karen Crago, Sara Henry (via Zoom), Erin Magner, Amanda McConnell, Nathan Pauley, Angela Scott, Jim Smith, Mitzi St. John, and other members of library staff.

**Public Comment**

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

Staff member Ida Fogle spoke about the union contract negotiations in relation to the subcontractor article.

Staff member Wendy Rigby spoke about the union contract negotiations in relation to the subcontractor article.

Staff member Carolyn Cain read a DBRL staff member's emailed comments about the union contract negotiations in relation to the subcontractor article.

Nathan Elwood, Miriam Bach, Drew Amade, Very Elwood, Rebecca Graves and Gretchen Maune, all of Columbia, spoke in support of the union.

Sutenfield thanked all the guests for their comments.

**Minutes**

Sutenfield asked for corrections to the closed and open session minutes of July 13, 2023. There were no corrections and the minutes were approved as written.

**Monthly Reports**

**Director's Report:** Conroy relayed that the Summer Reading program is going well and that story time attendance is back to pre-pandemic numbers.

Conroy announced the staff promotions of Nathan Pauley to IT Manager and Kirk Henley as the Collection Services Manager, a position that now covers both Collection Services and Technical Services.

MLA's Annual Conference is taking place in Columbia in October. Outreach Manager Abbey Rimel is working hard on preparations as Chair of the conference. Board members are welcome and encouraged to attend the conference.

Conversation ensued about the positive media attention regarding DBRL's new bookmobile stop at the Battlefield Crossing Schnucks.

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Financial Report: Smith indicated tax revenue is on track to meet or exceed the budgeted amount, partly due to rising property taxes as well as receiving a higher interest rate in the library's checking account and investments. Expenditures are on track for July. However, insurance building and liability insurance premiums have increased.

Service Report: Conroy indicated that service numbers are increasing across the board.

**Service Spotlight: Take & Makes – Erin Swearngin**

Erin Swearngin is a librarian on the Children's team. She shared the conception of Take and Makes craft creation kits at the start of the pandemic as a method to reach patrons in their homes. Take and Make kits are primarily created by the Children's team and include materials for a beginner level craft to be made at home.

Target ages range from 3 year-olds to teenagers. Example kits include teen writing journals, worry-keepers, wacky aliens, shell wind chimes, sea creatures. 12,616 individual kits have been distributed to the community since the program's inception.

The Board thanked Swearngin for her presentation.

**Committee Reports:**

Finance Committee: Selection of the 401(k) Broker

The Finance Committee met on July 27 and voted to recommend the Sundvold Financial for the 401(k) broker to the DBRL Board. The staff committee scored Sundvold the highest on the evaluation criteria and the fees are the most economical.

ACTION: Suttentfield accepted the motion from the Finance Committee to approve the selection of Sunvold Financial as the 401(k) Broker. Discussion ensued. The motion passed unanimously.

Finance Committee: Preliminary CY 2024 Operating Budget

The Finance Committee also met on August 2, 2023 and voted to recommend the DBRL Board of Trustees approve the Preliminary CY 2024 Operating Budget.

CFO Jim Smith presented the Preliminary CY 2024 Operating Budget and answered questions from the Board.

Suttentfield asked for a motion to suspend the meeting to accommodate the CBCLD Tax Levy Setting Hearing. Buckler moved, Rodewald seconded suspending the meeting.

The meeting resumed at 6:50, and Smith continued his presentation.

ACTION: Buckler moved, Howard seconded approving the Preliminary CY 2024 Operating Budget. The motion passed unanimously.

**New Business**

Closing Hours at Columbia Public Library: Conroy presented background information on the

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usage patterns at CPL, particularly in the evening. Patron statistics and staff schedules were evaluated using a variety of measurements which illustrated that evening hour visits and library use have been waning for several years. In an effort to best allocate resources, Conroy recommended adjusting the library's closing hours on Monday-Thursday to 8:00 PM starting October 1, 2023. No other hours adjustments will be made. Discussion ensued.

ACTION: Howard moved, Miller seconded approving the proposed changes to closing hours at Columbia Public Library. The motion passed.

Policy 2-670 Budget: Smith explained that the suggested change in the policy statement is a grammar correction but that this is otherwise a normal review of the budget policy, which explains how the Board approves the annual budget.

ACTION: Buckler moved, Markie seconded approving the change to Policy 2-670 Budget. The motion passed unanimously.

**Other Business**

There was no other business.

**Staff Announcements**

There were no staff announcements.

**Board Comments/Announcements**

Buckler shared that she finished this year's One Read book, Two Feathers Fell from the Sky by Margaret Verble, and stated it was very good.

**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: Nielsen moved, Fennel seconded entering Closed Session Concerning Preparation as Authorized Under RSMo 610.021(9). Vote on the motion was taken by roll call: Alvis – yes; Buckler – yes; Carner – yes; Fennel – yes; Kelly – yes; Markie – yes; Miller – yes; Nielsen – yes; Powell – yes; Rodewald – yes; Suttentfield – yes. The motion passed.

Open session resumed at 8:16 p.m.

**Adjournment**

Hearing no further business, Suttentfield adjourned the meeting at 8:16 p.m.

Minutes recorded by Erin Magner.

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Cori Miller, Secretary