

Daniel Boone Regional Library
Minutes, Meeting of September 14, 2023

Call to Order, Roll Call and Determination of Quorum

Margrace Buckler, Vice 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, Kate Markie, Tonya Hays-Martin, Cori Miller, August Nielsen, Pat Powell and Khaki Westerfield. Jean Howard, Jennifer Rodewald and Nate Suttentfield were absent.

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

Public Comment

No public comments were made.

Minutes

Buckler asked for corrections to the closed and open session minutes of August 10, 2023. There were 3 corrections to the open meeting minutes and the minutes were approved as corrected. There were no corrections to the closed session minutes and the minutes were approved as written.

Monthly Reports

Director's Report: Conroy announced the addition of Safety and Security Manager Drew Ide to the staff, as well as the new HR Generalist and Staff Development Specialist Veronica Everly. Drew and newly promoted librarian Otter Bowman will be introduced to staff at the October board meeting.

Conroy added that the library just received word from Ameren UE that both the Fulton and Columbia library facilities were chosen as part of Ameren's Love Your Library program and each will \$2000 in unrestricted funds.

Buckler asked about the staff engagement survey that just launched, and how the consultant is doing. Conroy answered that managers were pleased with the professionalism of the consultants (CPS HR) and are excited to see the survey results, which will take about 8 weeks to receive.

Financial Report: Smith indicated tax revenue is on track to meet or exceed the budgeted amount, partly due to increased property taxes. Interest Income is expected to exceed its budgeted amount because of receiving a higher interest rate in the library's checking account and investments.

Service Report: Conroy indicated that service numbers continued to increase, but noted that outreach circulation was down in August due to canceling some visits due to the extreme heat. The written narrative summary was not included in this month's report due to the open executive assistant position.

Service Spotlight: Callaway County PL Outreach Activities – Julie Murphy

Julie Murphy is a library associate at CCPL and has worked at the library for many years. She described how she provides outreach services in Callaway County and shared slides of Rover

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and Bookmobile Jr. making visits to the day care centers there.

She also talked about using the library's new transit van to deliver materials to senior centers and homebound patrons in the county. The van is convenient to use and is colorfully branded with the DBRL logo and color scheme.

The Board thanked Murphy for her presentation. Several members asked about how childcare centers are chosen and whether there was a focus on serving at-risk populations.

Committee Reports:

Finance Committee: The Finance Committee met on September 6 and voted to recommend Sundvold Financial for the Health Insurance broker to the DBRL Board. The staff committee scored Sundvold the highest on the evaluation criteria and the fees are the most economical.

ACTION: Buckler called for a motion to approve the selection of Sundvold Financial as the Health Insurance Broker. Kelly so moved; no second was necessary as the recommendation came from a committee. Discussion ensued. The motion passed unanimously.

New Business

Policy 2-700 Financial: Smith explained that the draft Financial Policy is a new policy, combining policies 2-703 Receipts, 2-706 Contracts, Invoices and Purchasing and 2-707 Warrants, as well as the bank account language of 2-705 Investments and Bank Accounts. Staff is requesting this change, which is based on new best practice in presenting financial policies to the public.

ACTION: Powell moved, Carner seconded approving the new Policy 2-700 Financial. The motion passed unanimously.

Policy 2-705 Investments and Bank Accounts: Smith explained that since the portion of the policy addressing bank accounts had been approved as part of the new Financial policy, the policy should be revised and renamed to Policy 2-705 Investment.

ACTION: Markie moved, Kelly seconded approving the edits and name change to Policy 2-705 Investment and deleting policies 2-703, 2-706 and 2-707. The motion passed unanimously.

Other Business

There was no other business.

Staff Announcements

There were no staff announcements.

Board Comments/Announcements

Powell expressed concern about the board being provided a meal and eating in front of staff. Conroy explained that managers who regularly attend board meetings have the option to purchase a sandwich when the board's order is placed, but due to IRS rules must pay for their own food.

Hays-Martin mentioned that a friend went to the library for assistance with filling out a form to

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find lost funds, and was helped by Nancy Nelson. Hays-Martin emphasized that this is what library staff do, all day every day, to help patrons in the community.

Markie related how a worker at her house remarked about how much he uses the library's downloadable audio book collection, all for free. He wasn't aware that Markie was a trustee.

Kelly expressed appreciation for the library's leadership open communication.

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: Hays-Martin moved, Nielsen 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; Westerfield – yes. The motion passed.

Open session resumed at 7:15 p.m.

Adjournment

Hearing no further business, Buckler adjourned the meeting at 7:16 p.m.

Minutes recorded by Erin Magner.

Cori Miller, Secretary