

**Daniel Boone Regional Library**  
**Minutes, Meeting of January 11, 2024**

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

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

Daniel Boone Regional Library (DRBL) Board members present were Margrace Buckler, Dorothy Carner, Mary Fennel, Jacqueline Kelly, Jean Howard, Cori Miller, August Nielsen, Pat Powell, Nate Suttentfield, Khaki Westerfield, Shannon Alvis, and Tonya Hays-Martin. Jennifer Rodewald was absent.

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

**Public Comment**

None

**Minutes**

There were no corrections or comments concerning the closed or open minutes of the December 14, 2024 or the December 19, 2024 Board Meetings. Both closed and open minutes for these meetings were approved as written.

**Monthly Reports**

**Director's Report:**

Margaret gave a reminder that the Columbia Values Diversity Celebration Breakfast is coming up on January 24 and that we have purchased a table. She reported that we have two staff members that always attend, but the remaining seats will be filled by board members that would like to go. She also reminded the board that the MLA Library Advocacy Day in Jefferson City is on February 6. Emails gauging interest in attending both events will be sent to the trustees soon and any board member wishing to attend either should let Emily know.

Following these reminders, Jacqueline asked Margaret, aside from the breakfast, what the library is doing for Martin Luther King Jr. Day as well as Black History Month. Margaret said that we have two employees, Hilary Aid and Lauren Williams, that are a part of The Journey Towards Inclusive Excellence and offered Lauren the floor to talk about upcoming events. Lauren shared that during the Columbia Values Diversity Celebration Breakfast, she and Hilary will be giving a short presentation on The Journey Towards Inclusive Excellence and the educational programs they do in the community to inform people and help them challenge their individual biases. She

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also shared that due to Martin Luther King Jr. Day being considered a national day of service, the Outreach department will be having a volunteer fair and during Black History month they have planned a series of programs for adults and children focused around Black History Month.

Returning to her report, Margaret shared about the fire marshal's walk through and the selling of the extra shelving in the basement as well as the success of the foundation in this year's fundraising efforts. Pat mentioned that she was congratulating Jacqueline on the success and that she thought it was wonderful. Jacqueline added that this is even more spectacular as the Missourian and John Baker mentioned that giving is currently down, but the ComoGives campaign, as well as the foundation, have both done better this year. She added that fellow foundation board member Sarah Lark made a wonderful video to promote the library's ComoGives campaign and that we should be acknowledging and encouraging such behavior.

Moving forward, Jean asked Margaret if we were expecting to make over \$100,000 from the passport office this year. Margaret stated that the passport office was only planned as a patron service and was never intended to be so profitable but that the profit has just been an added plus to providing the service. August asked where the money made is allocated to go, to which Jim replied that it is accounted for under "Other Revenue" in the budget. August suggested that the money could be used to do something for the staff if it is not allocated elsewhere, to which Jacqueline pointed out that they just approved the Union agreement and might want to allocate that money to the budget adjustments.

Financial Report:

Jim presented the December 2023 report. This report is preliminary as we still have various invoices and information from Boone county necessary to close our records for the year. Jim reported that on page two, under revenue that the tax revenue came out as discussed at the December 14 board meeting with Callaway county collecting 102% of budget and Columbia/Boone county collecting 87% of the budget. The remaining amount for Columbia/Boone county was due to a large real estate tax bill not received in 2023 that will be received in 2024, putting us ahead of the 2024 budget.

Jim also reported that we had an increase in investment and checking account interest rates that resulted in increased revenue from those accounts. The success of the passport office and the kiosk helped the "other income" category collect 161% of its budget for 2023.

Service Report:

Margaret discussed the service report and Jacqueline pointed out the impressive numbers for the bookmobile. She added that they are doing a great service to the community and the recent media exposure has been great.

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**New Business**

Margaret shared that now that the union agreement has been approved, we will be reviewing and updating the library policies affected by the agreement.

**Policy 1-323 Paid Time Off:**

Margaret discussed the change to this policy in the PTO accrual chart which increased the acceleration of the accrual. She also noted that there was an addition to the policy regarding guidelines for how managers should handle granting PTO requests when more than one person requests off the same day. The last change was the addition of up to 4 weeks of payout of PTO for employees leaving the library.

**ACTION:** Powell moved, Kelly seconded approving the proposed changes to Policy 1-323 Paid Time Off. The motion passed by unanimous consent.

**Policy 1-326 Paid Holidays:**

Margaret reported that the two major changes to this policy are closing a full day on New Years Eve and how we pay staff who are scheduled to work on a closed holiday. This policy change states that when an employee is scheduled to work on a closed holiday, they will receive their rate of pay for those hours.

**ACTION:** Carner moved, Powell seconded approving the proposed changes to Policy 1-326 Paid Holidays. The motion passed by unanimous consent.

**Policy 1-328 Paid Family Leave:**

Margaret introduced this policy to the board as it is a brand new policy resulting from the union agreement. She explained that it provides up to 12 weeks of paid leave to benefit eligible employees for the purpose of caring for a family member and follows the FMLA requirements to determine eligibility.

**ACTION:** Fennel moved, Carner seconded approving the adoption of Policy 1-328 Paid Family Leave. The motion passed by unanimous consent.

**Policy 1-329 Personal Leave:**

Margaret explained that the change to this policy is in giving employees budgeted under 20 hours a week six hours of personal leave a year.

**ACTION:** Powell moved, Carner seconded approving the proposed changes to Policy 1-329 Personal Leave. The motion passed by unanimous consent.

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Policy 1-325 Shared Leave:

Margaret shared that we are requesting to rescind the shared leave policy as the union agreement provides for a short term disability insurance fund to replace the policy.

ACTION: Howard moved, Nielsen seconded approving the rescinding of Policy 1-325 Shared Leave. The motion passed by unanimous consent.

LAGERS Valuation: Adoption of Statement Initiating 45-Day Public Information Period:

Margaret explained that, in order to increase the LAGERS benefit to employees the board must first post the supplemental valuation for 45-days. This vote would approve the posting period allowing the board to vote to approve the increase at the next board meeting.

ACTION: Kelly moved, Howard seconded approving initiating the 45-day public information period regarding LAGERS valuation. The motion passed by unanimous consent.

**Other Business**

Margaret shared that the First Baptist Church owns a portion of the parking lot adjacent to the Fulton library. The church has recently agreed to deed them to the library. She does not think it will require an action from the Callaway board or the regional board but wanted to report that it is happening. She should have an update in her director's report for next month.

**Staff Announcements**

Lauren added onto her previous comments by sharing that for the last few years the library has hosted a Black History Month Trivia Night which will again take place this year on the last Saturday in February.

**Board Comments/Announcements**

No Board Comments or Announcements.

**Adjournment**

Hearing no further business, Suttentfield adjourned the meeting at 6:36 p.m.

Minutes recorded by Emily Camden.

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Cori Miller, Board Secretary