

**Daniel Boone Regional Library
Minutes, Meeting of February 15, 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, Jennifer Rodewald, Nate Suttentfield, Khaki Westerfield, Shannon Alvis and Tonya Hays-Martin. Pat Powell was absent.

Also in attendance were DBRL Executive Director Margaret Conroy; DBRL managers Karen Crago, Erin Magner, Eric Schmeck, Jim Smith, Mitzi St. John, Lauren Williams, and Nathan Pauley; and other members of library staff.

Public Comment

None.

Minutes

There were no corrections or comments to the minutes of the January 11, 2024 Board Meeting. The minutes for this meeting were approved as written.

Monthly Reports

Director's Report:

Margaret shared that the new Community Resource Specialist, Tyler Davis, started at the beginning of January and had a very successful first month, connecting with over 50 patrons regarding community resource referrals. He has been working closely with the Safety and Security manager, Drew Ide, and that they have developed a great rapport.

Margaret reported that Angela Scott was recently promoted to be the first Associate Director of Operations. Angela has been with the library for over 25 years, most recently as one of the Public Services managers. Her new position will oversee buildings and grounds, the IT department, collection services, and safety and security. She and Erin Magner, whose title is now Associate Director of Public Services, have been working on doing branch visits and transitioning into their new and updated roles.

Margaret spoke about the loss of long-time employee Sherry McBride-Brown, whose funeral was attended by many members of the staff. Sherry had retired due to health reasons from the Fulton branch in December and has left behind a legacy that will be remembered by the staff for

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many years to come. The library has received a few donations in Sherry's memory and will be planning something to memorialize Sherry's contribution to library services.

Karen Crago, HR manager, along with a small committee will be evaluating the results of the RFP for human resources information system software. We currently have separate systems for employee onboarding and timekeeping, so the hope is to find a system that will do both and merge well with our accounting software.

Financial Report:

Jim reviewed the January Preliminary Financial Report with the board. He reported that the checking account was at \$1.5 million last year and that it currently sits at \$2 million as we are building the cash balance to pay down the pension liability when the LAGERS plan moves from L3 to L7. Jim explained a discrepancy under the "accounts receivable" line caused by a vendor that charged the credit card twice for one payment, stating that the library will be reimbursed next month. The Long Term Liabilities line includes paid leave liability and is now being calculated due to changes in Governmental Accounting Standards Board (GASB) requirements.

Regarding tax revenue, Jim reported that Callaway has collected \$1,299,000 this year which is lower than last year because the railroad utility taxes were not distributed until February; next month the amounts will be comparable. We have collected \$7.4 million from Columbia and Boone County this year, which is much more than collected by the end of January 2023 due to the timing of the collection of one real estate tax bill. The tax bill will be collected and dispersed in November, which will put us ahead of budget. If the tax bill is collected in December, we should be very close to our budget amount. Jim concluded by reviewing expenditures, which are all in line with expectations and should put us within budget this year.

Service Report:

Margaret presented the January service report, highlighting the winter weather as a cause for lower numbers for the bookmobile and outreach services.

Service Spotlight- Library Advocacy Day:

Margaret shared that she attended MLA Library Advocacy day in Jefferson City along with Dorothy Carner, Angela Scott, Erin Magner, and Tyler Davis. The group attended a legislative update presentation in the Secretary of State's office and were able to meet with most of our representatives and senators. Margaret updated the trustees on two new bills regarding electing library trustees and the selection of materials. She added that she testified in Jefferson City against one of the bills the day after Library Advocacy day and that bill, at least, seems untenable. The other bill has yet to be assigned to a committee, but more updates are to come.

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New Business

Policy 1-224 Employee Probation Period:

Karen Crago explained that the first three months of employment are considered a probation period and that the changes to the policy were made to align it with the union agreement.

ACTION: Buckler moved, Kelly seconded approving the proposed changes to Policy 1-224 Employee Probation Period. The motion passed by unanimous consent.

Policy 1-225 Rest Periods:

Karen Crago shared that the changes to this policy were made to reflect the union agreement. The biggest change was providing two 15 minute breaks to staff members working 6 consecutive hours, rather than 7 as the policy previously provided.

ACTION: Carner moved, Howard seconded approving the proposed changes to Policy 1-225 Rest Periods. The motion passed by unanimous consent.

Policy 2-709 Payroll:

Margaret stated that the changes to the policy reflect the union agreement and acknowledges the new pay rates and scale established by the agreement.

ACTION: Westerfield moved, Nielsen seconded approving the proposed changes to Policy 2-709 Payroll. The motion passed by unanimous consent.

Other Business

None

Staff Announcements

No Staff Announcements

Board Comments/Announcements

Jacqueline Kelly shared about attending the Columbia Values Diversity breakfast, for which the library had purchased a table. She stated that it was a great event and that it was good to have the library represented along with the other major Columbia organizations.

Jean Howard shared that her art will be on exhibit as a solo show at the Christian Fellowship Church. The exhibit opens on March 7th from 5:00 p.m. to 6:30 p.m. and will run until nearly the end of March.

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Adjournment

Hearing no further business, Suttentfield adjourned the meeting at 6:39 p.m.

Minutes recorded by Emily Camden.

Cori Miller, Board Secretary