

**Daniel Boone Regional Library
Minutes, Meeting of March 14, 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, Cori Miller, August Nielsen, Pat Powell, Travis Pringle, Nate Suttentfield, and Khaki Westerfield. Jennifer Rodewald, Shannon Alvis, Jean Howard, and Tonya Hayes-Martin were absent.

Also in attendance were DBRL Executive Director Margaret Conroy, and DBRL managers Karen Crago, Angela Scott, Amanda McConnell, Lauren Williams, Nathan Pauley, Sheryl Bucklew, Eric Schmeck, Jim Smith, Mitzi St. John, and other members of library staff.

Public Comment

Carolyn Cain, staff member and executive member of the Union, thanked the evaluation committee, which met just before this meeting, for deciding to employ an all-staff survey in their evaluation of the director this year. Carolyn also suggested that the survey should not ask questions regarding the respondent's length of employment or who their supervisor is, as she believes people will either not answer truthfully, or at all.

Minutes

Regarding the minutes of the February 15, 2024 board meeting, Jacqueline Kelly commented that Nathan Pauley's name was listed twice. Having no other discussion or corrections, the minutes were approved as corrected.

Pre-Audit Engagement Conference with Williams-Keepers

Jim Smith introduced Amanda Schultz, CPA, of Williams-Keepers, who will be conducting the 2023 audit. Amanda walked the board through the planning letter that she had provided, detailing the time frame of the audit. She reported that the audit is scheduled for the week of April 1, 2024 and that they should have drafts ready to present to the finance committee by the week of May 6, 2024, before the board meeting on May 16.

Employee Engagement Survey results presentation with CPS-HR

Karen Crago introduced Judy England-Joseph from CPS-HR Consulting who facilitated the staff engagement survey conducted last fall. Judy presented the results to the board, answered questions, and spoke about how the data was broken down and analyzed. After the presentation, Judy left the meeting and the board discussed the next steps. Margaret Conroy shared some of

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the recommendations that Judy provided to management, which include DEI work, establishing core values, and conducting focus groups to further extrapolate the survey results.

Monthly Reports

Director's Report: In the interest of time, Margaret referred the trustees to her written report, but added that Callaway County has a new librarian, Devon Smith, and that she will be at the next board meeting for an introduction.

Financial Report: Jim Smith presented the preliminary February financial report and noted that the checking line in the operating fund balance sheet is currently at \$ 2.9 million while last year it was only at \$895,000. This increase is due to building our cash balance in preparation for the LAGERS lump sum payment that will be voted on at this meeting. Jim reported that tax revenue and expenditures are as expected in February. However, insurance building and liability is less than projected because, working with our commercial insurance broker, we were able to accept a bid from a different company at a lower cost than what was expected.

Service Report: There were no questions or comments regarding the February service report.

New Business

Margaret directed the trustees to the memo regarding the LAGERS increase located in the board packet. The memo summarizes the two LAGERS-related requests which were recommended at the inception of our joining LAGERS. The first request is to move from an L-3 to an L-7 plan and to change the 5 year final average salary to 3 years, which will result in a higher monthly benefit for retirees. The second recommendation is to make a lump sum contribution payment of \$1.5 million, similar to what was done when we joined LAGERS, in order to lower our annual contribution percentage.

LAGERS Benefit increase:

ACTION: Buckler moved and Powell seconded adopting a resolution to approve increasing the LAGERS benefit level from L-3 to L-7, with a 3-year final average salary. The motion passed by unanimous consent.

LAGERS Payment:

ACTION: Miller moved and Kelly seconded to authorize a lump sum payment of \$1.5 million to LAGERS to keep the library's pension liability from exceeding its current contribution percentage. The motion passed by unanimous consent.

Policy 1-324 Bereavement Leave:

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Margaret explained that the updated policy reflects a slight change to the current bereavement leave policy that stemmed from the union agreement. The change will extend bereavement leave to staff budgeted under 20 working hours per week.

ACTION: Westerfield moved, Powell seconded approving the proposed changes to Policy 1-324 Bereavement Leave. The motion passed by unanimous consent.

Policy 2-940 Video Security:

Margaret explained that this policy change is due to the new safety and security manager position. The changes update the job titles listed in the policy as well as the inclusion of the safety and security manager's ability to review the footage live, or at will rather than only after an incident.

ACTION: Kelly moved, Miller seconded approving the proposed changes to Policy 2-940 Video Security. The motion passed by unanimous consent.

City of Refuge Parking Lot Use Request Discussion:

Margaret shared that this discussion will not require any movement, but she did want to gather the board's feedback on the topic. She explained that the City of Refuge, which has recently opened a preschool, reached out to see if they could use or rent a few parking spots in lot C (the furthest lot from the library) for their staff. The lot in question is for our staff and not for the public, but most staff park in lot B, thus there is room for us to give these spaces. The consensus from the board was that the City of Refuge could use some parking spaces as long as an agreement holding the library harmless for potential damages and liability can be reached.

Other Business

None.

Staff Announcements

Lauren Williams shared that the board will be receiving invitations to the Excel Adult High School graduation very soon. The graduation will take place on Saturday, April 20 at 2 p.m. and we will be celebrating four graduates.

Board Comments/Announcements

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Jacqueline Kelly shared that she recently attended the Black History Month trivia night hosted by the library and that it was spectacular. She thanked Lauren for a great program and stated that there was great attendance and the questions were intellectually stimulating.

Travis Pringle thanked the other trustees for a great first meeting and expressed his excitement in his new role as trustee.

Adjournment

Hearing no further business, Sutfenfield adjourned the meeting at 7:32 p.m.

Minutes recorded by Emily Camden.

Cori Miller, Board Secretary