

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

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

Margrace Buckler, Vice 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, Tonya Hays-Martin, Cori Miller, August Nielsen, Pat Powell, Travis Pringle, Shannon Alvis, and Jean Howard. Nate Suttentfield, Jennifer Rodewald, Jacqueline Kelly, and Khaki Westerfield were absent.

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

**Public Comment**

None

**Minutes**

Regarding the minutes of the March 14, 2024 board meeting, Tonya Hays-Martin reported that her name was written with an extraneous “e”. Having no other discussion or corrections, the minutes were approved as corrected.

**Monthly Reports**

Director’s Report: Margaret introduced the new librarian at Callaway County Public Library, Devon Smith, and invited Devon to tell the board a little about herself. Margaret reported that after reviewing the RFPs for the new HR system, one was chosen that Karen will be discussing and recommending to the board during new business. She shared that the focus groups for the engagement survey are scheduled for the week of April 22 and that we have chosen Hicks-Carter-Hicks as our DEI consultants. Margaret invited Lauren Williams to announce the two finalists for One Read which are “The Chinese Groove” by Kathryn Ma and “Migrations” by Charlotte McConaghy. In other news, we received confirmation from the Department of Conservation that we qualify for 90% funding for the Native Landscaping project. Lastly, Margaret shared that the managers will be off site on Friday, April 12 for the managers retreat.

Financial Report: Jim reported that our total tax revenue is still ahead of budget. After being asked about our interest on checking at the last meeting, he reported that the interest rate is 20 basis points above the 13 week Treasury Bill rate which was 4.22% in April, resulting in our interest being 5.44% on checking. Jim also reported that the \$1.5 million dollar payment to

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LAGERS can be seen under retirement plans in the salary and benefits category. Lastly, Jim reported that total expenditures are as expected.

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

**Service Spotlight: Vidwest Studios Collaboration**

Lauren Williams shared a presentation with the board on our new partnership with Vidwest Studios and some of the programs we have done with them recently. Vidwest Studios is a nonprofit community media center with the mission to make digital media and equipment accessible to everyone. Lauren shared that they are volunteer driven and dedicated to educating people and fostering creativity. She spoke about some of the recent programs we have done in partnership with Vidwest Studios including a studio photography class, podcasting for beginners, and the basics of building a website. Lauren stated that we are excited to begin utilizing the membership to its fullest potential, not just for programs, but to allow us to try out equipment before we buy it as well. Lauren shared that they are currently preparing for a series of media literacy classes with the League of Women Voters and that a few staff members will be taking a three hour live streaming training with Vidwest in preparation to live stream those events.

**New Business**

Margaret stated that the policy was modeled after the state law to provide unpaid leave for victims of sexual abuse. The change to the policy stems from the union agreement which states the time off be paid.

**Policy 1-342 VESSA Leave:**

**ACTION:** Powell moved and Miller seconded approving the proposed changes to Policy 1-342 VESSA Leave. The motion passed by unanimous consent.

**Policy 1-327 Citizenship Leave:**

Margaret explained that this change also stemmed from the union agreement and now provides that staff that work under 20 hours be paid for citizenship related time off if they are scheduled to work during those hours.

**ACTION:** Howard moved, Pringle seconded approving the proposed changes to Policy 1-327 Citizenship Leave. The motion passed by unanimous consent.

**Paycom Contract:**

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Karen explained that we are currently using more than 5 different systems and several spreadsheets for HR, timekeeping and payroll needs. After reviewing the RFPs for systems that could integrate all of these functions, Paycom was the unanimous favorite. It is also the only system that will provide for onsite staff training and implementation. Paycom also offers a scheduling module that may work to replace our current scheduling software. Karen requested that the board accept the staff recommendation of the purchase of Paycom at a cost of up to \$70,000.

**ACTION:**      Neilsen moved, Howard seconded approving the purchase of the new Paycom systems at a cost of up to \$70,000. The motion passed by unanimous consent.

**Other Business**

None.

**Staff Announcements**

None.

**Board Comments/Announcements**

Dorothy Carner shared that the upcoming ALA Conference is a fantastic opportunity and urges the other board members to attend if they have not done so in the past.

Pat Powell congratulated Jean Howard on her art exhibit that was on display at the Christian Fellowship Church and on her recent quilt debut she had in Germany.

Travis Pringle asked if the trustees needed to RSVP to the upcoming Excel Adult High School Graduation and Margaret reported that they could all just show up. The graduation is at 2 pm in the Friends Room on Saturday, April 20.

**Adjournment**

Hearing no further business, Margrace adjourned the meeting at 6:38 p.m.

Minutes recorded by Emily Camden.

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Cori Miller, Board Secretary