

**Daniel Boone Regional Library
Minutes, Meeting of January 14, 2021**

Call to Order, Roll Call and Determination of Quorum

August Nielsen, President, called the meeting to order by Zoom video conference at 6:02 p.m.

Daniel Boone Regional Library (DBRL) Board members in attendance were: Bradd Anderson, Dorothy Carner, Susan Daly, Mary Fennel, Phil Harrison, Tonya Hays-Martin, Jean Howard, Kate Markie, Nielsen, Pat Powell and Debra Winter. Andrea Kimura, Nate Suttentfield and Khaki Westerfield were absent.

Also in attendance were DBRL Executive Director Margaret Conroy and staff members Elinor Barrett, Amanda Burke, Melanie Henry, Sara Henry, Kirk Henley, Amanda McConnell, Nathan Pauley, Abbey Rimel, Eric Schmeck, Angela Scott, Jim Smith and Mitzi St. John.

Public Comment

There were no members of the public in attendance.

Minutes

Nielsen asked for corrections or changes to the minutes of December 10, 2020. Hearing none, he declared the minutes approved as written.

Monthly Reports

Director's Report: Conroy announced that DBRL will offer a Winter Reading program for the first time in many years. She thanked Rimel for leading the development of the program, which will be less structured than Summer Reading but will offer prizes funded by the DBRL Foundation for those who complete their goals.

Conroy noted the success of the media literacy program presented in December and displayed a table-tent that is one of the tools offered to participants in this grant-funded program. The table-tents list tips on how to determine the accuracy of information before sharing it. Trustees who wish to share the information may pick up table-tents at any branch.

Conroy stated that the DBRL Foundation has been exceptionally successful in raising funds for the new tutoring and job help resource Brainfuse. Donations will pay for two years of the subscription.

Lastly, Conroy said that she has contacted Dr. Randall Williams, Director of the Missouri Department of Health & Senior Services, and requested that library staff be designated as Phase 1B employees for the purpose of receiving the COVID-19 vaccination.

Financial Report: Smith stated that the December financial report is preliminary as he is awaiting information from the two counties to close out the year's finances and staff is also processing some final payments on 2020 invoices. Smith reviewed 2020 revenue, noting that tax revenue and grant revenue were both higher than the budgeted amounts. In expenditures, Salaries and Benefits is under budget due to the hiring freeze implemented during the pandemic. Total expenditures are expected to be under budget even after all 2020 invoices are paid.

Service Report: Conroy reported that circulation was down just 18% for the year, which is better than what was anticipated considering the 11-week closure. Digital circulation increased significantly in 2020. Conroy noted that the majority of the statistics are affected by decreased foot traffic and fewer open hours at the branches. She is glad patrons are still engaging with the library, whether in person or digitally.

New Business

2020 Objectives and Tactics 4th Quarter Report: Conroy stated that progress was made toward the library's goals in spite of the pandemic. New services and resources were added. The IT Department was very busy this year, replacing and upgrading equipment and software. IT also was awarded two

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grants for new or replacement technology. Conroy thanked the managers for their hard work and flexibility this year.

Barrett noted that, prior to the pandemic, DBRL was doing no online programming. Now the library is offering many high-quality streaming and recorded programs. The staff are extremely professional and make DBRL look great. It has been a leap forward for the library. Conroy added that the newly acquired online programming expertise provides the option of hybrid programming once in-person programming is resumed.

In response to a question from Anderson, Conroy said that in addition to some staff gaining new proficiencies this year to produce online programming, the situation revealed some staff members' expertise that had not been used previously. Conroy said that the public have been very grateful for the programming. Barrett added that online programming makes access to events more equitable for patrons throughout the service area.

Policy Review: Henry reviewed the purpose of Policy 1-280 Employee Grievances. In response to a question from Nielsen, Henry said that the policy has only been used twice in her 18 years here. There were no further questions and no suggested edits to the policy.

Conroy thanked the Board for approving closing the library and granting staff a paid holiday on the Friday after Thanksgiving in 2020. Staff is recommending that Policy 1-326 Paid Holidays be revised to permanently make that day a closed paid holiday. In exchange, staff suggest eliminating the open holiday on Columbus Day and simply designating the second Monday in October as being closed for Staff Development Day. Staff are expected to attend and are paid for attending Staff Development Day.

ACTION: Powell moved, Markie seconded approval of Policy 1-326 Paid Holidays with the recommended changes. There was no further discussion and the motion passed.

Other Business

There was no further business.

Staff Comments/Announcements

There were no comments or announcements from the staff.

Board Comments/Announcements

Hays-Martin complimented staff on the Take and Make art kits. Conroy responded that they have been very popular.

Powell complimented staff on being innovative, noting that not all libraries circulate technology like the STEAM kits.

Anderson congratulated the staff on DBRL being named a "COVID Crusher" by the City of Columbia.

Adjournment

Hearing no further business, Nielsen adjourned the meeting at 6:24 p.m.

Minutes recorded by Amanda Burke, DBRL staff.

Board Secretary