

**Daniel Boone Regional Library
Minutes, Meeting of May 16, 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, Tonya Hays-Martin, Cori Miller, Pat Powell, Travis Pringle, Shannon Alvis, Nate Suttentfield, Jennifer Rodewald, Jacqueline Kelly, and Jean Howard. August Nielsen*, Mary Fennel, and Khaki Westerfield were absent.

*August Nielsen joined for closed session

Also in attendance were DBRL Executive Director Margaret Conroy, and DBRL managers Karen Crago, Lauren Williams, Nathan Pauley, Jim Smith, Mitzi St. John, Tyler Davis, Kirk Henley, Mandy McConnell, Sheryl Bucklew, Eric Schmeck, Angela Scott, Erin Magner, Russ Niermeyer and other members of library staff.

Public Comment

None

Minutes

There were no corrections or comments concerning the minutes of the April 11, 2024 Board Meeting. The minutes were approved as written.

Employee focus group report from CPS-HR consultant Judy England-Joseph

Karen Crago introduced Judy England-Joseph to those that had not met her yet, and explained that she would be reviewing the results from the employee focus groups completed as a continuation of the Employee Engagement Survey which was completed last fall. Judy presented a slideshow for the board and walked them through the areas of success she found as well as areas that need improvement. Lastly, Judy shared some next steps and suggestions on how to improve.

Monthly Reports

Director's Report:

Margaret shared, in addition to what was shared in her report, that the state budget passed with no affect to our state aid including our Non-Resident Athletes and Entertainers Funds appropriation which is derived from the income tax revenue from out of state athletes and entertainers when performing in the State of Missouri. Margaret was happy to report that the bills filed early in

Daniel Boone Regional Library Minutes, Meeting of May 16, 2024

the session that would criminalize librarians for the content on the shelves have all gone nowhere. Lastly, Margarets shared that, before she left, Beth McWilliams secured some wonderful grants: \$250,000 from the county to offset the salaries for our social work and safety positions for two years, funds to send librarians to a conference, and a few more!

Financial Report:

Jim presented the recently finalized December 2023 financial report as well as the April 2024 financial report. Jim briefly summarized the December report sharing that 96% of the total budgeted revenue had been collected due to the timing of a \$1.4 million real estate tax payment and that only 91% of the total budgeted expenditures were under budget due to turnover in salaries as well as reappropriating a few projects into the 2024 fiscal year. Seeing no questions, Jim moved onto sharing key points in the April report. Jim reported that the Total Revenue collected is on track to be above what was projected due to collecting more revenue in Columbia and Boone County than usual for this time a year. Jim finished by reporting that we are currently at 37% of the budget expended, which is exactly where he thinks we should be this time of year.

Service Report:

Margaret shared the service report and shared there were no notable changes.

Service Spotlight: CommunityMade Reading Lists

Amanda Showers presented on CommunityMade Reading Lists, making sure to give credit to Librarian Kat Stone Underwood for coming up with this brilliant idea. These lists, which can be accessed via the DBRL website, are comprised of books and resources and are curated by local organizations in Boone and Callaway counties with the goal of increasing patron awareness of the resources available, fostering positive relationships with these organizations, and promoting both the library materials and the local organizations in a new way. Amanda reported that the CommunityMade Reading Lists also fit perfectly into the 2023-2025 Strategic Plan's performance goal of increasing the number of community collaborations and services for under-resourced populations. So far, participants in the CommunityMade Lists include City of Refuge, CoMo Mobile Aid Collective, and Local Motion with future partnerships planned with Missouri River Relief, Burrell Behavioral Health, Coyote Hill, and CoMo Preservation.

Committee Reports

Finance Committee

Jennifer Rodewald shared that the finance committee met on May 1 to receive the report of the 2023 DBRL audit from the auditors. She reported that after reviewing, the committee voted to

Daniel Boone Regional Library Minutes, Meeting of May 16, 2024

recommend the DBRL Board of Trustees approve the 2023 DBRL audit. Jim then introduced Amanda Schultz, a partner from Williams Keepers, and gave her the floor to present the audit report to the entire board. After hearing her report, Nate Sutfenfield called for a motion to approve the 2023 DBRL Audit as recommended by the finance committee. Rodewald also reported that the DBRL Finance Committee approved the CY 2023 Cost Allocation at its meeting.

ACTION: Rodewald moved to approve the 2023 DBRL Audit. The motion passed by unanimous consent.

District Reports

Columbia and Boone County Library District

Pat Powell reported that the Columbia and Boone County Library District board of trustees met immediately prior to this meeting to hear a presentation from REDI regarding a newly proposed Chapter 100 tax incentive called Project Lightyear. The board voted to direct the CBCLD Board representative to the Chapter 100 Taxing District Review Panel (Powell) to vote in favor of the project.

New Business

Policy 2-710 Procurement Policy:

ACTION: Buckler moved and Kelly seconded approving the proposed changes to Policy 1-342 Procurement. The motion passed by unanimous consent.

Other Business

None.

Staff Announcements

Lauren Williams shared that the One Read book title will be announced next week.

Jim Smith thanked everyone involved in us having a clean audit report.

Board Comments/Announcements

None.

**Daniel Boone Regional Library
Minutes, Meeting of May 16, 2024**

Committee Reports, continued

Evaluation Committee

Margrace Buckler shared that the evaluation committee met on April 11, 2024 and that they would share their recommendation in closed session.

Closed Session

ACTION: Miller moved, Rodewald seconded entering Closed Session. Concerning Matters of Hiring, Firing, Disciplining or Promoting of Particular Employees by a Public Governmental Body as Authorized Under RSMo 610.021(3). The vote was taken by roll call: Alvis – yes; Buckler – yes; Carner – yes; Hayes-Martin – yes; Kelly – yes; Howard – yes; Miller – yes; Powell– yes; Rodewald -- yes; Pringle – yes. The motion passed. Entered closed Session at 7:33 p.m.

Open session resumed at 8:31 p.m.

ACTION: Pringle moved, Kelly seconded voting to accept the recommendation of the evaluation committee. Concerning Matters of Hiring, Firing, Disciplining or Promoting of Particular Employees by a Public Governmental Body as Authorized Under RSMo 610.021(3). Vote on the motion was taken by roll call: Alvis – no; Buckler – no; Carner – no; Hayes-Martin – no; Kelly – no; Howard – no; Miller – no; Nielsen – no; Powell– no; Rodewald -- no; Pringle – no. The motion failed.

ACTION: Howard moved, Hays-Martin seconded voting to not extend the contract of Executive Director and to place the Executive Director on paid administrative leave from May 17, 2024 to June 30, 2024. Concerning Matters of Hiring, Firing, Disciplining or Promoting of Particular Employees by a Public Governmental Body as Authorized Under RSMo 610.021(3). Vote on the motion was taken by roll call: Alvis – yes; Buckler – yes; Carner – yes; Hayes-Martin – yes; Kelly – yes; Howard – yes; Miller – yes; Nielsen – yes; Powell– yes; Rodewald -- yes; Pringle – yes. The motion passed.

Adjournment

Hearing no further business, Margrace adjourned the meeting at 8:45 p.m.

Minutes recorded by Emily Camden.

Cori Miller, Board Secretary