

Daniel Boone Regional Library
Minutes, Meeting of June 13, 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, Tonya Hays-Martin, Cori Miller, Pat Powell, Travis Pringle, Nate Suttentfield, Jennifer Rodewald, Jacqueline Kelly, Jean Howard, August Nielsen, Mary Fennel, and Khaki Westerfield. Shannon Alvis was absent.

Also in attendance were DBRL Interim Executive Co-Directors Angela Scott and Erin Magner, and DBRL managers Karen Crago, Nathan Pauley, Jim Smith, Mitzi St. John, Sara Henry, Kirk Henley, Lauren Williams, Eric Schmeck, and other members of library staff.

Public Comment

None.

Minutes

There were no corrections or comments concerning the minutes of the May 16, 2024 Board Meeting. The minutes were approved as written.

Monthly Reports

Director's Report:

Erin began by sharing that the Columbia Grown Up Book Fair is this Saturday which donates a portion of the proceeds raised to the DBRL Foundation. Erin reported that the library will be closed next Wednesday for Juneteenth, and that Angela will be graduating from Leadership Columbia next Thursday (Congratulations!!). She also shared that the ALA annual conference is coming up on June 27 through July 2 which she, Lauren Williams, Nathan Pauley, Liz Aleshunas, and Katherine Gale will be attending in San Diego, California. Lastly, Angela reported that Emily Drabinski, the ALA President, visited CPL this week on her documentary film tour and interviewed staff members as well as a few of our community partners.

Financial Report:

Jim reported that the Total Revenue collected is on track with the budget and that we are ahead on earned investment interest and interest on checking. He also shared that receipt of State Aid is as projected, and that the total expenditures are where he expects them to be this time of year.

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Service Report:

Erin and Angela shared the service report and noted that there were no significant fluctuations in numbers from the previous month. Kirk Henly pointed out that the Digital Branch and Outreach Circulation Statistics were not accurately recorded before the packets were shared. The Digital Branch was at 100,753 while Outreach Circulation was at 6,923. Emily shared that the information has been updated in the packet posted on the website.

Service Spotlight: Holts Summit Highlights

Pam Stone, the branch lead at HSPL, shared how much she loves working for DBRL and how special the organization is. She also spoke about the changes that have happened at DBRL and the Holts Summit branch in the five years it has been in operation. Pam reported some of the usage statistics for the branch in the last 12 months citing 63,000 checkouts, 23,000 visits and over 73,000 items checked out using the Library-to-Go lockers. Some of the recent programs highlighted were “Boop a Baby Animal” and “Trunk or Treat” which saw attendance of 123 people and 1,200 people respectively. Trustee Jacqueline Kelly asked Pam about how connected the branch is with the local schools to which Pam shared that they have schools from all over the area (including some from across the river) that use their services. Pam shared that the schools love coming because they know that they have friendly staff and lots of materials.

Committee Reports

Nominating Committee

Dorothy reported that the Nominating Committee met on May 29 to form a proposed slate of officers for 2024-25. The slate is as follows:

President: Margrace Buckler
Vice President: Cori Miller
Secretary: Jennifer Rodewald
Warrant Officer: Tonya Hays-Martin

ACTION: Dorothy moved to approve the 2024-25 DBRL Slate of Officers as proposed by the committee. The motion passed by unanimous consent.

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District Reports

Callaway County Library District

Tonya reported that the Callaway County Library District board of trustees met immediately prior to this meeting to form the 2024-25 slate of officers. The board voted to approve the following slate of officers:

President: Tonya Hays-Martin
Vice President: Nate Suttentfield
Secretary and Warrant Officer: Mary Fennel

Columbia and Boone County Library District

Khaki reported that the Columbia and Boone County Library District board of trustees met on June 12 to hear the proposed 2024-25 slate of officers from the CBCLD nominating committee. The recommended slate of officers is as follows:

President: Dorothy Carner
Vice President: Jacqueline Kelly
Secretary and Warrant Officer: Shannon Alvis

Khaki reported that the board voted to accept the slate of officers.

New Business

Policy 1-251 Dress Code Policy:

Karen shared that the proposed changes to the policy align with the Dress Code Article within the union agreement.

ACTION: Buckler moved and Westerfield seconded approving the proposed changes to Policy 1-251 Dress Code Policy. The motion passed by unanimous consent.

Board Email Communication

Erin and Angela shared that the trustees@dbrl.org email account routes messages to DBRL's Executive Director and Executive Assistant. Currently the Director(s) and Executive Assistant monitor the account and forward emails pertaining to trustee business to the trustees. Erin and Angela asked the board what email communication procedure they preferred to have in place between themselves, staff and the public. The board expressed a preference to have direct communication with individuals reaching out to them, and asked library staff to set up two new

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email addresses for the DBRL Board of Trustee President and Vice President. The Leadership team will work with the IT Manager to create the new email addresses and update the website when ready.

Other Business

None.

Staff Announcements

None.

Public Comment

Former staff member Chriss Jones requested approval to make a public comment as she was not in attendance at the beginning of the meeting. She was granted time to speak and spoke about her concerns regarding her termination and, again, requested a meeting with the Board.

Board Comments/Announcements

Nate Suttentfield shared that trustees August Nielsen and Khaki Westerfield will be finishing their terms at the end of June, making this their last meeting as trustees. Nate thanked them for their service and gifted them with certificates of service signed by staff members. August and Khaki shared some departing wisdom and the trustees thanked that for all they have done.

Mary Fennel shared that the Callaway County Friends of the Library will be having a fantastic book sale on Saturday in which books are 10 for \$1.00! Lastly, Jacqueline Kelly, along with others, thanked the Leadership team for their great work on stepping up to the plate in recent events.

Closed Session

ACTION: Howard moved, Tonya seconded entering Closed Session. Concerning Matters of Personnel as Authorized Under RSMo 610.021(3). The vote was taken by roll call: Buckler – yes; Carner – yes; Hayes-Martin – yes; Kelly – yes; Fennel – yes; Howard – yes; Kelly – yes; Miller – yes; Nielsen – yes; Powell– yes; Pringle – yes; Rodewald -- yes; Suttentfield – yes; and Westerfield – yes. The motion passed.. Entered closed Session at 6:57 p.m.

Open session resumed at 7:30 p.m.

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ACTION: Pringle moved, Miller seconded voting to grant Margaret Conroy COBRA health insurance benefits for July, August, and September. Vote on the motion was taken by roll call: Buckler – yes; Carner – yes; Hayes-Martin – yes; Kelly – yes; Fennel – yes; Howard – yes; Kelly – yes; Miller – yes; Nielsen – yes; Powell– yes; Pringle – yes; Rodewald -- yes; Suttentfield – yes; and Westerfield – yes. The motion passed.

Adjournment

Hearing no further business, Nate Suttentfield adjourned the meeting at 7:33 p.m.

Minutes recorded by Emily Camden.

Cori Miller, Board Secretary