

Daniel Boone Regional Library Minutes, Meeting of April 10, 2025

Call to Order, Roll Call and Quorum Determination

Cori Miller, Vice-President, called the meeting to order at 6:00 p.m.

Daniel Boone Regional Library (DRBL) Board members present were Shannon Alvis, Dorothy Carner, Seth Christensen, Dawn Dirks, Lisa Finn, Tonya Hays-Martin, Jean Howard, Cori Miller, Pat Powell, Travis Pringle, and Jennifer Rodewald. Margrace Buckler, Mary Fennel, and Jacqueline Kelly were absent.

Also in attendance was DBRL Executive Director Robin Westphal as well as DBRL managers Angela Scott, Jim Smith, Nathan Pauley, Sheryl, Lauren Williams, Althea Harris, and other members of library staff.

Public Comment

None.

Minutes

There were no corrections or comments concerning the minutes of the March 13, 2025 Board Meeting. The minutes were approved as written.

Monthly Reports

Director's Report:

Robin reported that she, along with Angela Scott, Erin Magner, Lauren Williams, and Regan Richards, traveled to the Kansas City Public Library on April 4 to tour their meeting room pods to evaluate the space they take up and to see how they are used in a library setting. As mentioned at the March board meeting, the leadership team is evaluating these modular meeting room pods as a potential way to further maximize the meeting/study room space at CPL. These pods would also potentially provide a space for Rebecca Dykhouse, Community Resource Specialist, to conduct meetings with patrons in a visible, yet private setting. Robin shared that they will be reviewing vendors and will update the board once more information is available.

Robin shared that the third iteration of what she has referred to as "Wrapping with Robin," or "Relaxing with Robin," which is essentially a fellowship meeting to allow her to socialize with staff members in a more personal way, took place on Saturday, March 22. Robin shared that she has hosted these meetings during the week and on the

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weekend to allow all staff the opportunity to join with the next meeting scheduled to take place at the Callaway County location.

In response to the challenges being faced by the Institute of Museum and Library Services, Robin reported to the trustees regarding the recent happenings, and how they affect libraries, including DBRL. She explained that, previously, the federal grant funding was provided by IMLA to the Missouri State Library who then distributed the funds to libraries; however, with the reduction to the IMLS staff, all of the grant funding from the agency has halted even though these funds were budgeted and allocated for the state library. In order for Congress to appropriate funds from the budget to a federal agency, each federal agency must be authorized to receive such funds and is set to be reviewed every eight to ten years. The IMLS is set to be reviewed later this year at which point it will pass the review and be reauthorized, Congress will adjust its functions in order for IMLS to pass the review, or it will not be reauthorized at all.

To convey the potential impact of the IMLS not being reauthorized, Robin shared some of the things they have been totally or partially funding for DBRL, among other libraries, such as the OCLC Worldshare Interlibrary Loans which provides many libraries with ILL opportunities, the Mid-America Library Alliance Courier Service which provides funding for courier services (two of the five days we have a courier are paid for by this grant) furthering the reach of our library services by delivering ILL requests to our patrons and to smaller libraries, and the platform fee for the Excel Adult High School which provides our community members the opportunity to gain a high school diploma. Robin added that regardless of the outcome, she is working with the other libraries that provide the Excel Adult High School in Missouri as well as the platform vendor to ensure the fee will be paid so this program can keep helping our communities. Including Covid funding, Robin shared that since May 18, 2020, DBRL has received \$327,962 from the IMLS.

While library funding is under threat at the federal level, Robin shared that there are also threats to our funding happening at the state level as well. House Bill 903 proposed a plan to step down property taxes over the next three years which would equate to a total loss of approximately \$3 million dollars for DBRL. Robin reported that the bill was passed through the house committee and was heard in the Senate the day before this meeting with no witnesses speaking in favor of the bill. Robin added that DBRL, along with most libraries and school districts, submitted a physical note as this decrease in funding would impact not just libraries but school districts, ambulance districts, shelters, and more as well. While DBRL is not as impacted by the halt in federal grant funding as other small libraries are, this potential reduction in revenue from personal property taxes met with the reduction in revenue from real property taxes, as a result of the Senior Tax Credit program, could prove challenging for our budget.

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As these federal changes are affecting the funding of many of our local organizations, we have been contacted by these other organizations as they would like to form a group to discuss how we can all band together and help one another stay afloat. Robin shared that she would be happy to facilitate discussion for the trustees on what this would look like and possible ways we may be able to help. She added that Joe Facticeau, our Development Manager, is great at grant writing and finding unique ways of finding extra funding and that he could potentially be a resource we could offer to do some training on finding these extra funds.

Lastly, Robin shared that, before the federal funding cuts began, we had begun establishing a partnership with Feeding Missouri which oversees all of the food banks in Missouri and facilitates SNAP benefit sign ups. Starting in May, we will be hosting Feeding Missouri in the lobby to give patrons the opportunity to sign up for SNAP benefits.

Financial Report:

Jim reported that, as seen in the February report, our Total Revenue is as expected for this time of year and that property taxes are still ahead due to the change in our collection pattern. Jim shared that Total Expenditures are currently at 23% expended which is slightly less than projected however, Jim shared that this is likely to do with some invoices coming in later than usual. Lastly, Jim reported that, under Vehicle Maintenance, we now have the vehicle gas bills in hand for the first quarter of 2025 allowing for a more accurate reflection of the expenditures in that category.

Service Report:

Robin noted that the Outreach Circulation is down when compared to 2024, similar to last month, and pointed out that this may have been caused by inclement weather as well as the department being short staffed. Library Visits at the Holts Summit location seem to be particularly low as the door counter was broken and did not record any visits from March 1 to March 12. It should also be noted that a discrepancy was found and corrected in how we have been reporting Database usage since October of 2024. When we switched our ILL system last October, the usage for that system began being included in our Database usage report, without our knowledge, as they now use the same mechanism for access. Regan Richards, Web Developer, has corrected the number by excluding the ILL data and is working with Nathan Pauley, IT Manager, to update the process that generates these reports going forward.

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Service Spotlight: Safety and Security Update - Drew Ide

Drew Ide, Safety and Security Manager, introduced himself to the board and took a moment to also introduce Chad Gooch, Safety and Security Specialist, and Rebecca Dykehouse, Community Resource Specialist, who both started in March. Drew has been working closely with Chad and Rebecca and shared that they are already making a tremendous positive impact on DBRL.

Drew moved on to share his presentation with the board, first giving backstory on the development of our Safety and Security department and then sharing some statistics on the type and frequency of incidents at DBRL. Drew also shared that , in addition to providing security to the library, he also provides First Aid/CPR/AED training (with 68 staff members having completed) and conducts Fire and Tornado Drills. These drills have prepared our staff well as proven by our response times during a tornado warning just a few days prior. Drew shared that we were able to evacuate staff and patrons (approximately 200 people) to the basement in under 15 minutes.

New Business

HVAC RFQ Recommendation:

Angela Scott explained that when conducting a search for an engineering firm, the Missouri Statutes require the selection be made based on qualifications. Thus, the Library would like to recommend Bartlet and West as the firm for the HVAC replacement as they had a great track record with projects, including projects completed on historical buildings much like the Callaway County Public Library. After a few questions regarding the price of the services, Angela explained that because we have to select based on qualifications, selecting a firm is the first step before contract negotiations when pricing will be discussed. During these negotiations, we will discuss what will be paid to Bartlet and West as well as the budget we will provide the engineers for materials and contractors that will complete the project. If the contract cannot be agreed upon, then we would go back to the RFQ step and select a different firm.

ACTION: Hays-Martin moved, Christensen seconded approving the recommended selection of Bartlet and West engineering firm for the HVAC replacement at the Callaway County Public Library . The vote was taken by roll call: Alvis– yes; Carner – yes; Christensen – yes; Dirks – yes; Finn – yes; Hays-Martin – yes; Howard yes; Miller – yes; Powell – yes; Pringle – yes; and Rodewald – yes. The motion passed unanimously.

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Other Business

None.

Staff Announcements

Lauren Williams shared that the One Read finalist titles have been announced as *The Measure* by Nikki Ehrlich and *Northwoods* by Daniel Mason. Voting can be done online at our website or at the Welcome Desk at CPL.

Joe Facticeau shared that we are doing a Spring Fundraiser with the Creative Aging program as the beneficiary. He reported that we are almost to our goal with just the email campaign and that the mail in donations should start rolling in this week.

Board Comments/Announcements

Travis Pringle shared that he watched the film *How to Build a Library at Rag Tag Theater* and recommended the trustees watch it as well. This film was also featured during Sundance Film Festival and locally at the True/False Film Festival.

Tonya Hays-Martin thanked the staff members for making this organization amazing and wished them a happy National Library Week.

Adjournment

Hearing no further business, Cori Miller adjourned the meeting at 7:12 p.m.

Minutes recorded by Emily Camden.

Jennifer Rodewald, Board Secretary