

Daniel Boone Regional Library Minutes, Meeting of May 15, 2025

Call to Order, Roll Call and Quorum Determination

Margrace Buckler, President, called the meeting to order at 6:00 p.m.

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

Also in attendance was DBRL Executive Director Robin Westphal as well as DBRL managers Erin Magner, Angela Scott, Jim Smith, Mitzi St. John, Nathan Pauley, Drew Ide, Amanda McConnell and other members of library staff.

Public Comment

Melinda Hemmelgarn, registered dietitian and board member for Beyond Pesticides, shared that she had also spoken at the board meeting of July 11, 2024 about concerns regarding the library's use of pesticides on the lawn and that she would be continuing that conversation today. She shared that after the last board meeting she spoke at, she spoke with Angela Scott who provided her with information on the cost and frequency of Atkins lawn treatments. Melinda provided the board with the contact information for a local lawn company that uses natural methods rather than chemicals as well as the contact information for a member of the Columbia Center of Urban Agriculture.

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 shared that we have just wrapped up our Library Ethics Series, which was a three part online panel discussion for staff members. She, with the aid of Otter Bowman and Veronica Everly, discussed the American Library Association's Library Code of Ethics nine tenets as they apply to DBRL while answering questions submitted by staff. Robin shared that this series was very successful and that they will be doing another series in the Fall that will not be focused on any particular topics allowing staff to ask broader or more specific questions. Robin has also been conducting in-person fellowship opportunities for staff to drop in and talk with her in a casual setting; the next meeting will take place at the Ashland location. Robin added that her goal is to host one per month in different locations and times; thus far she has held two in Columbia (weekday morning and weekend evening) and one in Fulton with Holts Summit coming in June.

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Robin reported that during the managers' retreat in February, Phil Shearrer led the group through their Clifton Strengths results and, as previously mentioned, Phil will be continuing this work in sessions throughout the year with the managers. Robin added that these meetings have all been scheduled and will be integrated into the department managers' meetings starting in June and running through the remainder of the year.

Moving on, Robin shared that everything has been running smoothly with the Foundation who will be having a finance committee and board meeting the following week. With vacancies on the board, Robin added that they are particularly interested in adding members from Callaway County to balance out the representation on the board. Lastly, Robin reported that we are still working on the space concerns at CPL and contacting vendors for the meeting room pods as previously discussed.

Regarding Robin's fellowship events, Jacqueline Kelly asked if Robin had noticed any patterns as she has interacted with more staff and how she has been able to use the results of the meetings. Robin shared that she has noticed that staff really like talking about their personal lives rather than the library which has allowed Robin the pleasure of learning so much more about them. Robin added that those personal conversations about their families or what they like to do after work have fostered deeper connections with staff so that now, even doing something as simple as crossing the road to the parking lot feels like walking with friends.

Financial Report:

Jim reported that, as seen in the April 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. However, Jim shared that the only portion in this section that is not as expected for this month is the Investment Interest line. DBRL participates in the Boone County Investment pool and the Boone County Treasurer has only sent the January 2025 statement. CFO stated he would be following up on the status of the other monthly statements.

Moving forward on the report, Jim shared that the Health and Dental Insurance line is higher than expected as more employees opted for a more expensive plan this year as well as having a higher than expected participation rate. Under the General Operating section, Jim reported that the Personal Vehicle Mileage line is expected to be overbudget at the end of the year as the IRS changed the reimbursement rate from \$0.67 to \$0.70 after the budget was approved. Lastly, Jim shared that, under Library Vehicle Maintenance, we have received the first quarter gas charges from the City of Columbia, but these charges do not show on the report because we paid with a DBRL

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credit card which will be reflected on next month's report. Jim added that we are still waiting on the vehicle maintenance bills from the city and that we have not yet received any for 2025.

Service Report:

Robin shared that there was an anomaly on the report under the Material Statistics which makes it seem like our devices increased by over 30,000. This was found to be an input error when the report was created causing the incorrect numbers to be copied to that box; this number has since been corrected to show only 164 devices which is a -11.8% change since 2024. Robin also shared that we have begun allowing our community partners to table in the lobby which will also be reserved through the same site as the meeting rooms. Thus, she expects our meeting room usage to increase slightly in future months. Robin added that this tabling location is not for soliciting or surveyors, but for our partners to hand out information regarding community resources among other things; for example, CPL recently had Feeding Missouri tabling in the lobby helping people sign up for SNAP benefits.

Service Spotlight: Passport Service Update - Althea Harris

Althea Harris, Public Services Assistant Manager, introduced herself to the board and shared that she is the program lead for our passport service which entails taking care of the day-to-day operations of the service. She reported that we have had certified passport agencies at CPL and CCPL since 2019 with over 7,600 passport applications having been submitted in that time. Althea stated that last year, about 2,200 were submitted and that it will most likely be surpassed this year as we have already completed over 1,000 applications. Althea reported that the income we receive from the office is generated from the \$15 photo fee as well as the \$35 execution fee that the Department of State requires each applicant to pay which stays with the acceptance agency. Last year, DBRL earned over \$111,000 from the passport service and we are currently sitting at about \$50,000 for 2025. Althea shared that the office sees people of all ages, including babies, and that it is our goal to give everyone a great one-on-one experience. She shared a story from Devon at our Fulton passport office in which Devon spoke to a mother who expressed concern about their appointment as she had tried to get a passport for her 5-year-old son at other places, but they were not very accommodating as her son has autism and didn't like standing still for photos. Devon said that she was able to get the photo in one shot and that the mother was very grateful for the service and Devon's understanding. Althea mentioned that having offered this service this long, we are starting to see people coming back to renew their passport at the Library where they originally applied, which is a sign that people are happy and confident to have the service provided here.

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Jacqueline Kelly shared that the \$15 photo fee is quite competitive as she has been charged \$17 elsewhere and asked whether the office can do photos for visas as well. Althea shared that they are able to do photos for visas and even just head shots, adding that the only thing they do not do is photos for passports for other countries as the requirements differ.

Committee Reports

Finance Committee:

Tonya Hays-Martian, committee chair, reported that the DBRL Finance Committee met on May 7 to receive the report of the 2024 DBRL audit from the auditors. After reviewing, the committee voted to recommend the DBRL Board of Trustees approve the 2024 DBRL audit and the 2024 Cost Allocation report (which is reviewed solely by the Finance Committee). Tonya then shared that Jim would introduce the auditors who will give a summary report of the audit before the vote.

Jim introduced Amanda Schultz of Williams Keepers as the partner in charge of our audit. Amanda presented from the Summary Report of the full audit and reported an unmodified or clean opinion on the financial statements; which is the best opinion given. After the presentation, Jacqueline Kelly asked why the library is referred to as “the system” throughout the report. Amanda and Jim shared that the change happened with one of Amanda’s predecessors and that client names are usually condensed throughout audit reports for easier reading. Amanda shared that they could discuss changing it to “library”, “library system”, or “DBRL” for the next audit.

ACTION: Hays-Martin moved to approve the 2024 DBRL Audit and 2024 Cost Allocation report as recommended by the DBRL Finance Committee. The vote was taken by roll call: Alvis– yes; Buckler – yes; Carner – yes; Christensen – yes; Fennel – yes; Finn – yes; Kelly – yes; Miller – yes; Powell – yes; Pringle – yes; Rodewald – yes; and Hays-Martin – yes. The motion passed unanimously.

Closed Session

ACTION: Christensen moved, Rodewald seconded entering Closed Session. Concerning Matters of Preparation, Including Any Discussions or Work Product, on Behalf of a Public Governmental Body or its Representatives for Negotiations with Employee Groups Under RSMo 610.021(9). The vote was taken by roll call: Alvis– yes; Buckler – yes; Carner – yes; Christensen – yes; Fennel – yes; Finn – yes; Hays-Martin – yes; Kelly – yes; Miller – yes; Powell – yes; Pringle – yes; and Rodewald – yes. The motion passed unanimously. Entered Closed Session at 6:56 p.m.

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Open session resumed at 7:24 p.m.

New Business

1-326 Paid Holidays:

Karen shared that a portion of the changes were made as recommended from the 2024 Audit and relate to how staff are credited for closed holidays that they would have been scheduled to work as well as adding language to state that all holiday hours must be used by the end of the year with the exception of holiday hours received in December. Karen also shared that they were requesting a change to the holiday schedule by requesting Columbus Day/Indigenous People's Day be changed from a closed to an open holiday and that the Friday following be moved to a scheduled library closed day. This request stemmed from numerous requests that Staff Day, which has been on Columbus Day/Indigenous People's Day in recent years, be moved to a Friday.

ACTION: Pringle moved, Kelly approving Policy 1-326 Paid Holidays. The vote was taken by roll call: Alvis– yes; Buckler – yes; Carner – yes; Christensen – yes; Fennel – yes; Finn – yes; Hays-Martin – yes; Kelly – yes; Miller – yes; Powell – yes; Pringle – yes; and Rodewald – yes. The motion passed unanimously.

1-623 Library Closings (Scheduled):

Karen shared that the changes to this policy designate Staff Development Day, which was already in as a closed day, from the second Monday in October to the Friday following Columbus Day/Indigenous Peoples Day as previously discussed.

ACTION: Pringle moved, Kelly approving Policy 1-623 Library Closings (Scheduled). The vote was taken by roll call: Alvis– yes; Buckler – yes; Carner – yes; Christensen – yes; Fennel – yes; Finn – yes; Hays-Martin – yes; Kelly – yes; Miller – yes; Powell – yes; Pringle – yes; and Rodewald – yes. The motion passed unanimously.

2-660 Code of Conduct:

Drew Ide shared that the changes to the Code of Conduct include only allowing food in the lobby; further defining that rules regarding sleeping include anywhere on property, including outside; as well as other minor changes to reflect our current procedures.

ACTION: Pringle moved, Kelly approving Policy 1-660 Code of Conduct. The vote was taken by roll call: Alvis– yes; Buckler – yes; Carner – yes; Christensen – yes; Fennel – yes; Finn – yes; Hays-Martin – yes; Kelly – yes; Miller – yes; Powell – yes; Pringle – yes; and Rodewald – yes. The motion passed unanimously.

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2-940 Video Security:

Drew reported that this policy has been updated to include the Executive Director, the Associate Director of Operations, and the Safety and Security Manager as those allowed to monitor, review, and disseminate the security footage. The biggest change being requested was to permit the release of footage to law enforcement when aiding in investigations. Drew shared that the officers will have to submit a request with a case number rather than needing to subpoena or Sunshine request the records. This procedure will mostly be used to aid in investigations on our property that we call in and each request will be reviewed by the Executive Director, the Associate Director of Operations, and the Safety and Security Manager together.

ACTION: Pringle moved, Kelly approving Policy 2-940 Video Security. The vote was taken by roll call: Alvis– yes; Buckler – yes; Carner – yes; Christensen – yes; Fennel – yes; Finn – yes; Hays-Martin – yes; Kelly – yes; Miller – yes; Powell – yes; Pringle – yes; and Rodewald – yes. The motion passed unanimously.

2-716 401(k) Retirement Investment:

Jim shared that the requested change is to update the Newport Group to Ascensus under roles and responsibilities. Jim shared that they provide us with investment options but that Ascensus recently took over Newport Group.

ACTION: Hays-Martin moved, Finn seconded approving Policy 2-716 401(k) Retirement Investment. The vote was taken by roll call: Alvis– yes; Buckler – yes; Carner – yes; Christensen – yes; Fennel – yes; Finn – yes; Hays-Martin – yes; Kelly – yes; Miller – yes; Powell – yes; Pringle – yes; and Rodewald – yes. The motion passed unanimously.

2-730 Board of Trustees Membership, Conference, and Travel Expenses:

Jim reported that the requested change to this policy adds the option for trustees to submit receipts for travel reimbursements, up to the per diem amount, rather than receiving a per diem in total up front.

ACTION: Hays-Martin moved, Finn seconded approving Policy 2-730 Board of Trustees Membership, Conference, and Travel Expenses. The vote was taken by roll call: Alvis– yes; Buckler – yes; Carner – yes; Christensen – yes; Fennel – yes; Finn – yes; Hays-Martin – yes; Kelly – yes; Miller – yes; Powell – yes; Pringle – yes; and Rodewald – yes. The motion passed unanimously.

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2-775 Gifts:

Jim explained that the proposed changes to the policy are for clarification on donation receipt procedures as well as wording changes.

ACTION: Hays-Martin moved, Finn seconded approving Policy 2-775 Gifts. The vote was taken by roll call: Alvis– yes; Buckler – yes; Carner – yes; Christensen – yes; Fennel – yes; Finn – yes; Hays-Martin – yes; Kelly – yes; Miller – yes; Powell – yes; Pringle – yes; and Rodewald – yes. The motion passed unanimously.

Other Business

Lisa Finn shared concerns regarding the parking lot and asked whether all of the curbside parking spots were being utilized, suggesting one could be converted back to regular parking. Robin and Amanda McConnell shared that the spots are utilized heavily depending on the time of day and added that the lot was more full tonight due to an event at Grant Elementary across the street. Drew Ide added that the lot is for library parking only and that the administration at Grant Elementary has been notified many times regarding the issue to no avail.

Tonya Hays-Martin mentioned that she had seen a change in the bookmobile schedule recently to which Robin explained that we had been down a bookmobile driver, so the schedule changed during that time, however we are back to the regular schedule now. She added that we have another staff member taking the CDL test soon.

Margrace Buckler asked Angela Scott, Associate Director of Operations, how we would like to address the concerns brought up by Melinda Hemmelgarn during the public comment portion of the meeting. Angela stated that we can stop the use of chemicals, but there is no way to know what the lawn may look like and how other members of the public may receive the potential of a lesser kempt lawn. The trustees discussed further viewpoints and decided the conversation regarding the lawn would continue with more research.

Staff Announcements

None.

Board Comments/Announcements

Jennifer Rodewald shared that she works at Shelter Insurance who recently had a celebration at the fountain for Children's Mental Health Awareness. She reported that Sarah Howard, Youth Public Services Manager, was there and did a wonderful job representing the library.

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Adjournment

Hearing no further business, Margrace Buckler adjourned the meeting at 8:00 p.m.

Minutes recorded by Emily Camden.

Jennifer Rodewald, Board Secretary