

## **Daniel Boone Regional Library Minutes, Meeting of June 12, 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, Dawn Dirks, Mary Fennel, Lisa Finn, Tonya Hays-Martin, Jean Howard, Cori Miller, Pat Powell, and Travis Pringle. Jacqueline Kelly and Jennifer Rodewald 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, Sara Henry and other members of library staff.

### **Public Comment**

None.

### **Minutes**

There were no corrections or comments concerning the minutes of the May 15, 2025 Board Meeting. The minutes were approved as written.

### **Monthly Reports**

#### **Director's Report:**

Robin reported that the Department Managers are continuing their leadership training sessions with Phil Shearrer who has them focusing on developing leadership skills based on their individual strengths. Robin also shared that she and Angela Scott recently met with our representative from Atkins Lawn Care to discuss concerns from the community regarding certain chemicals being used to treat the lawns. We will be moving forward with the changes discussed with Atkins as well as quarantining the area that will be the native garden from any herbicides.

With Juneteenth approaching, Robin shared that the library would be participating in the Parade as well as Family Fun Fest. No programming will be held on Juneteenth as the Library is closed in observance. Robin also shared that the Leadership Columbia graduation will take place later in the month and that we will purchase a table to help celebrate our two managers, Lauren Williams and Joe Facticeau, who will be graduating from the program.

Robin spoke about the Memory Cafe program that we host for individuals with Dementia or Alzheimer's as well as their caregivers, highlighting a particular event hosted in May. This Connecting with Nature program was attended by about 15 people, including new patrons, and focused on sharing stories from their past involving nature. These

## **Daniel Boone Regional Library Minutes, Meeting of June 12, 2025**

programs have succeeded in providing a safe space for these individuals and their care takers while helping break down the barriers to socialization for these patrons.

Addressing recent legislative events, Robin reported that Senate Bill 3 was passed in special session the day before this meeting, adding that two components could potentially impact DBRL. This bill was passed in order to provide bonds and funding to help keep the Kansas City Royals and the Kansas City Chiefs in Missouri, however the money offered up for the bond funding is going to potentially be diverted from the Athletes and Entertainers funding that is usually paid out to DBRL as well as other arts related entities in Missouri. For DBRL this could potentially be a \$160,000 cut in our funding. The second component that affects libraries is that certain counties, including Callaway County, were selected to participate in offering the opportunity for a tax credit available to all residents. These property taxes go towards entities like libraries, schools, and ambulance districts to name a few, and while this opportunity will be voted on by the tax payers, it is unlikely they would vote against lowering their taxes. Robin added that this bill is unique in that it includes a severability clause that allows for the rest of the bill to pass even if one piece is deemed illegal. Essentially, if the courts vote that portion of the bill regarding property taxes had to be taken out, the remaining articles in the bill would still pass; usually a bill like this would have to be completely revisited if one piece was to be removed.

In more exciting news, Robin shared that DBRL had 6 recent graduations:

Max Carmony graduated from the University of Missouri-Columbia with a Bachelor of Educational Studies, a degree awarded by the College of Education & Human Development. Max will be continuing their education at Emporia State University by starting their master's degree in library science in fall 2025.

Sydney Coffey graduated with a master's degree in library science from the University of Central Missouri in Warrensburg.

Karena Tse graduated with a master's degree in library and information science from the University of Missouri-Columbia.

Anna Huffman graduated from the University of Missouri-Columbia with a master's degree in library and information science with an emphasis in youth services.

Shannon Evans graduated with a master's degree in library and information science from the University of Missouri-Columbia.

## **Daniel Boone Regional Library Minutes, Meeting of June 12, 2025**

Grace Locke graduated with a Bachelor's degree in English from the University of Missouri-Columbia.

Grace Konrad graduated from MACC in December with an associate degree in teaching.

Congratulations to all our graduates on their hard work and accomplishments!

### Financial Report:

Jim reported that, as seen in the May 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. Under Salaries in Benefits, Jim shared that we are currently at 38% expended while he expected us to be at 40% expended. Total expenditures are mainly under budget because the Salaries budget is under budget. Lastly, Jim reported that we are also under budget for Capital Outlay and Expenditures, however he has sent emails to remind managers that they have things budgeted for and we have just started the HVAC project in Callaway. Once these projects are completed, Jim expects the budget to be closer to the projected amounts by the end of the year.

### Service Report:

Robin shared that circulation has changed slightly compared to last year, with Outreach Circulation having the largest decrease of 35%. This large drop can be explained by our not having any bookmobile stops for a full week in May while we were down a driver. Robin was happy to share that Theo McSheehy recently passed his CLD test adding another full time driver to the department. Lastly, Robin shared that our Books By Snail program team signed up 123 patrons for the service, mailed 101 bags, created 29 new library cards, and checked out 374 books in the month of May.

### **Service Spotlight: Holts Summit Update - Beth Ricks**

Beth Ricks, librarian at the Holts Summit branch, presented an update to the board on the branch's activities from June 2024, when the board last met in Holts Summit, through June 2025. She reported that over 65,000 items circulated during the year, with more than 20,000 patron visits. The branch hosted over 100 programs, drawing more than 1,600 attendees, and outreach efforts connected the library with over 1,500 patrons in the community.

## **Daniel Boone Regional Library Minutes, Meeting of June 12, 2025**

Beth recognized Pam Stone, the branch lead since the Holts Summit Public Library opened in 2019, who received the Missouri Library Association's award for Outstanding Service this past year. Beth noted that Pam's efforts in engaging with patrons and promoting programs were key factors in the branch's programming success.

Children's programming continued to grow with strong attendance. Major events included the annual Trunk or Treat, which drew approximately 1,000 participants. Storytime attendance also increased significantly under Children's Librarian Jill Hamilton, who joined the branch in November 2024. Popular children's programs included visits from a magician and ventriloquist, Olympic-themed activities, a "Family Fortnite" night, a well-attended dinosaur program, and a superhero craft event. Jill also launched a monthly "Crafternoon for Kids" program, which has been consistently well-attended. Passive programs, such as a paintbrush themed wall display for summer reading and an "I Spy" aquarium, offered additional engagement. The branch also hosted live caterpillars and ladybugs for children to observe lifecycle changes, which drew strong interest.

Beth also reported significant growth in adult programming with attendance increasing nearly sixfold over the previous year. The monthly book club remained active, and the branch hosted two successful author visits: Porcshe Moran Murphy (cookbooks) and Michelle Collins Anderson (historical fiction). In partnership with the Prairie Garden Trust in New Bloomfield, the branch also hosted a guided nature tour, which will be repeated in the fall due to popular demand. Beth introduced monthly adult craft programs that became so popular they expanded to both afternoon and evening time slots. Craft topics included embroidery, alcohol ink art, and sewing projects, and have even attracted repeat participants, including one couple who use the event as a monthly outing.

Outreach efforts remained strong. Lisa continued monthly visits to the local Soup Kitchen, engaging 40–50 patrons each time. Another high-interest program was "Matter of Balance," a strength and fall-prevention class for older adults offered in partnership with MU Extension. The spring session filled quickly, and the fall session—scheduled for September and October—had already received multiple registrations on the first day.

Beth concluded by thanking the board for their continued support and for visiting the Holts Summit branch.

## **Daniel Boone Regional Library Minutes, Meeting of June 12, 2025**

### **Committee Reports**

#### **DBRL Evaluation Committee:**

Shannon Alvis reported that the DBRL Evaluation Committee met on June 10 to review the results of the staff survey which will be presented to the full board at the July board meeting. Robin will continue with a self evaluation which she will report to the board at the January meeting in 2026.

#### **DBRL Nominating Committee:**

Jean Howard reported that the DBRL Nominating Committee met on June 10 to form the following slate of officers for the regional board of trustees:

President- Cori Miller

Vice President- Shannon Alvis

Secretary- Jean Howard

Warrant Officer- Margrace Buckler

**ACTION:** Jean moved as the chair of the committee to approve the slate of officers as recommended by the committee. The vote was taken by roll call: Alvis– yes; Buckler – yes; Carner – yes; Christensen – yes; Dirks – yes; Fennel – yes; Finn – yes; Hays-Martin – yes; Howard – yes; Miller – yes; Powell – yes; and Pringle – yes. The motion passed unanimously.

### **District Reports**

#### **Callaway County Library District Report:**

Tonya Hays-Martin reported that the Callaway County Library District Board of Trustees met before this meeting and voted unanimously on the following slate of officers for the 2025-2026 Callaway County Library District Board of Trustees:

President- Tonya Hays-Martin

Vice President- Jean Howard

Secretary/Warrant Officer: Dawn Dirks

**Daniel Boone Regional Library  
Minutes, Meeting of June 12, 2025**

Columbia and Boone County Library District Report:

Dorothy Carner reported that the Columbia and Boone County Library District Board of Trustees met on June 10 and voted unanimously on the following slate of officers for the 2025-2026 Columbia and Boone County Library District Board of Trustees:

President- Travis Pringle

Vice President- Jacqueline Kelly

Secretary/Warrant Officer: Pat Powell

**New Business**

1-210 Equal Employment Opportunity:

Robin shared that the proposed changes to this policy are being requested to make our policy more closely match the wording of the corresponding article of our Union Agreement. Margrace shared a few small changes to wording and grammar.

ACTION: Powell moved, Howard seconded approving Policy 1-210 Equal Employment Opportunity with the changes requested by Margrace. The vote was taken by roll call: Alvis– yes; Buckler – yes; Carner – yes; Christensen – yes; Dirks – yes; Fennel – yes; Finn – yes; Hays-Martin – yes; Howard – yes; Miller – yes; Powell – yes; and Pringle – yes. The motion passed unanimously.

1-323 Paid Time Off (PTO):

Robin shared that the requested change to this policy would add PTO for employees that work less than 20 hours per week. Robin shared that we recently voted on Proposition A in Missouri which required employers to grant PTO for every 30 hours worked and, although the approved Proposition was rescinded by Missouri Legislature, we would like to go ahead with the change for many reasons including numerous libraries in Missouri having the benefit already. The trustees showed concerns regarding wording of the policy and decided to table the policy until Karen Crago, HR Director, was available to answer questions.

ACTION: Hays-Martin moved, Christensen seconded to table Policy 1-323 Paid Time Off (PTO) until the July Board Meeting. The vote was taken by voice vote. The motion passed unanimously.

## **Daniel Boone Regional Library Minutes, Meeting of June 12, 2025**

### 1-340 Family and Medical Leave of Absence (FMLA):

Robin reported that the changes to the policy are being requested to reflect the current federal FMLA language. Margrace shared a few minor changes to the wording of the policy.

**ACTION:** Miller moved, Howard approving Policy 1-340 Family and Medical Leave of Absence (FMLA) with the changes requested by Margrace. The vote was taken by roll call: Alvis– yes; Buckler – yes; Carner – yes; Christensen – yes; Dirks – yes; Fennel – yes; Finn – yes; Hays-Martin – yes; Howard – yes; Miller – yes; Powell – yes; and Pringle – yes. The motion passed unanimously.

### 1-623 Library Closings (Scheduled):

While this policy was revised at the May board meeting, additional changes were found that needed to be made to reflect the union agreement.

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

### Other Business

Margrace shared that she had a meeting with Robin and Wendy Rigby, DBRLWU Vice-President, about a proposal to do a presentation at the Missouri Library Association conference in October. The presentation would be a panel style discussion regarding the unionization process from all sides and how the board, managers, and union work together now. Margrace shared that she would like to do the presentation, but wanted to make sure she was able to represent the entire board in doing so; thus she wanted to bring this to the board for discussion. The board was in agreement of her participation.

### Closed Session

Margrace shared that the closed session was no longer needed.

**ACTION:** Buckler moved and Hays-Martin seconded striking the closed session from the agenda. The vote was taken by voice vote. The motion passed unanimously.

### Staff Announcements

None.

**Daniel Boone Regional Library  
Minutes, Meeting of June 12, 2025**

**Board Comments/Announcements**

Tonya shared that she recently attended a Bad Art program as well as a brick painting program and shared how fun they both were. She urged the board members to go to these programs and to let staff know when they are interacting with them that they are on the board to further the board's connection to the staff.

Mary Fennel shared that the Friends of the Callaway County Public Library would be having a book sale the following night with paperbacks for 10 cents a piece!

Robin Westphal shared that the staff picnic, which was scheduled for the following day, is cancelled due to potential weather conditions. The picnic will be rescheduled at a later date.

Lisa Finn shared that in 2019 she brought an NIH clinical trial to the University of Missouri for Leukemia. Lisa added that she went through the clinical trial for 18 months and that today, five years later, her bloodwork came back perfect! The board congratulated Lisa on this amazing news.

**Adjournment**

Hearing no further business, Margrace Buckler adjourned the meeting at 7:19 p.m.

Minutes recorded by Emily Camden.

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Jean Howard, Board Secretary