

Daniel Boone Regional Library Minutes, Meeting of August 14, 2025

Call to Order, Roll Call and Quorum Determination

Cori Miller, 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, Tonya Hays-Martin, Jean Howard, Jacqueline Kelly, Cori Miller, Pat Powell, Travis Pringle, and Jennifer Rodewald. Lisa Finn was absent.

Also in attendance was DBRL Executive Director Robin Westphal as well as DBRL managers Angela Scott, Jim Smith, Karen Crago, Mitzi St.John, Nathan Pauley, Sarah Howard, Sheryl Bucklew, Mandy McConnell, Lauren Williams, Althea Harris, Abbey Rimel, Drew Ide, and other members of library staff.

Public Comment

None.

Minutes

There were no corrections or comments concerning the minutes of the July 10, 2025 Board Meeting. The minutes were approved as written.

Monthly Reports

Director's Report:

Robin was happy to report that we have been nominated for the Chamber of Commerce Non-Profit of the Year award which she submitted the application for earlier that day. She shared that the chamber will be reviewing the applications and we will hopefully know the results in a few weeks. Robin shared that she, along with other staff members, has attended a few meetings with Grounds for Good, a new organization of non-profits from the community that meet weekly. Joe Facticeau, Development Manager has been attending weekly to further foster those community connections. Robin reported that, as seen in her report, we will be hosting a roundtable regarding property tax reform for the special taxing districts in the community on August 29. Robin reported that Senator Webber will be in attendance to listen to the concerns about property tax reform from the organizations it will affect.

Robin shared that she recently met with Associate Director of Public Services Erin Magner and Outreach Services Manager Abbey Rimel to discuss the future of the Outreach Department and that, as we prepare for our next strategic plan, she will be meeting with all of the departments to see what changes the managers and leadership of the departments are looking for in the future. Lastly, Robin shared that we will be reevaluating our Service Report to give a better idea of how things are changing as well as to capture more of the services we provide like community resources contacts. Robin invited the board to share any suggestions they may have.

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Financial Report:

Jim Smith reported that, as seen in the July 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. Moving on to the Expenditures section, Jim reported that we are slightly under budget on Total Expenditures which is being driven by only having expended 54% (rather than 58-60%) under the Salaries and Benefits line. Jim shared that this line being under budget will help other lines like Health and Dental Insurance and Short Term Disability Insurance which are currently overbudget. Lastly, under the General Operating Section, Jim shared that we are still over budget for Personal Vehicle Mileage as the IRS reimbursement rate increased after the budget was finalized.

Service Report:

Robin further shared that we would be reevaluating the format of this report, highlighting key areas that are often misrepresented by this data set. For example, comparing year to year (July 2024 to July 2025), is not always the best way to illustrate changes as something as simple as the number of Sundays in a particular month could influence the data. Additionally, under headings like Meeting Room Usage, the large percent of change is due to the lower overall usage as seen by the reported -50% change in Community Groups Usage at the Holts Summit Public Library which was caused by one group meeting rather than two from July 2024 to July 2025.

Committee Reports

Finance Committee:

Margrace Buckler, Finance Committee Chair, reported that the Finance Committee met on August 26 to hear Jim present the Preliminary CY 2026 Operating Budget and, after reviewing, the committee voted to recommend the DBRL Board of Trustees approve the Preliminary CY 2026 Operating Budget. Jim continued to share a brief version of the Preliminary CY 2026 Operating Budget review for the trustees, explaining that the purpose of the preliminary budget is to both provide the framework for the final budget and to illustrate the needs for the revenue generated from the tax revenue from both counties. Jim began by sharing that he would be requesting that the Columbia and Boone County Library District board vote to approve decreasing the tax levy from \$0.3058 per \$100 of assessed valuation to \$0.2943 per \$100 of assessed valuation due to the Hancock Amendment, which limits the tax levy based on last year's property values. Jim shared that while there was growth in property values (which would typically even out the decreased tax levy with more property taxes), that the valuation for the levy was done before subtracting the impact of the senior property tax credit meaning the revenue calculations are evaluating taxes we will not be receiving. This will equate to a double hit to tax revenue with a lowered tax levy and the impact of the senior property credit. Jim also shared that he will be requesting the Callaway County Library District keep their tax rate at their voted maximum of \$0.2600 per \$100.00 of assessed valuation and while Callaway County also has a senior property tax credit program, they are hoping the impact will not be a large amount.

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Under the Expenditures Section, Jim reported increases in "Salaries and Fringe Benefits" to account for pay increases and a placeholder for new positions as well as the increases to staff benefit costs. The "Library Materials" line will also increase for 2026 to account for inflation. Jim reported a decrease to the General Operating Section which is due to a decrease in the "Professional Fees" line as the library will no longer be contracting police officers through the Columbia Police Department. One of the aforementioned new positions will be an additional security officer to make up for this loss of security coverage. Lastly, Jim reported that the Capital Outlay budget is also set to decrease in 2026 as we have less projects planned than in recent years. Projects scheduled for 2026 include replacing the concrete in the south parking lot and the roof replacement at the Columbia Public Library, replacing a library van, as well as routine replacements of general furniture and IT equipment. Jim shared that, with all these things accounted for, we will be able to operate in the black(positive) by approximately \$47,298.

ACTION: Miller accepted the motion from the Finance Committee to approve the Preliminary CY 2026 Operating Budget. The vote was taken by roll call: Alvis – yes; Buckler – yes; Carner – yes; Christensen – yes; Dirks – yes; Fennel – yes; Hays-Martin – yes; Howard – yes; Kelly – yes; Miller – yes; Powell – yes; Pringle – yes; and Rodewald – yes. The motion passed unanimously.

New Business

1-223 Employment of Relatives and Employee Relationships:

Karen Crago shared that the requested changes to this policy would permit the hiring of relatives of current staff members, which was prohibited previously, with the restriction that relatives may not supervise each other. By Missouri Statue, the policy still prohibits the hiring of relatives of board members.

ACTION: Howard moved, Buckler seconded approving Policy 1-223 Employment of Relatives and Employee Relationships. The vote was taken by roll call: Alvis – yes; Buckler – yes; Carner – yes; Christensen – yes; Dirks – yes; Fennel – yes; Hays-Martin – yes; Howard – yes; Kelly – yes; Miller – yes; Powell – yes; Pringle – yes; and Rodewald – yes. The motion passed unanimously.

Recess

Miller asked for a motion to suspend the meeting to accommodate the CBCLD Tax Rate Hearing.

ACTION: Hays Martin moved, Pringle seconded suspending the meeting. Alvis – yes; Buckler – yes; Carner – yes; Christensen – yes; Dirks – yes; Fennel – yes; Hays-Martin – yes; Howard – yes; Kelly – yes; Miller – yes; Powell – yes; Pringle – yes; and Rodewald – yes. The motion passed unanimously.

Cori Miller, President, called the meeting back to order at 7:10 p.m.

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Other Business

None.

Staff Announcements

Lauren Williams shared that One Read events kick off in September and that our PR department has a countdown on social media as well as the full monthly schedule of programs for September and October going live on the website tomorrow (August 15).

Board Comments/Announcements

Dorothy Carner shared that, after careful consideration, she will be resigning from the board of trustees to focus on family matters. She shared that she has enjoyed her time on the board and will be staying on for a few more months or until a replacement is appointed.

Closed Session

ACTION: Buckler moved, Pringle seconded entering a Closed Session Concerning Matters of Legal Actions as Authorized Under RSMo 610.021(1). Alvis– yes; Buckler – yes; Carner – yes; Christensen – yes; Fennel – yes; Hays-Martin – yes; Howard – yes; Kelly – yes; Miller – yes; Powell – yes; Pringle – yes; and Rodewald – yes. The motion passed unanimously.

Open session resumed at 7:30 p.m.

Adjournment

Hearing no further business, Cori Miller adjourned the meeting at 7:30 p.m.

Minutes recorded by Emily Camden.

Jean Howard, Board Secretary