

## **Daniel Boone Regional Library Minutes, Meeting of March 12, 2026**

### **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 (DBRL) Board members present were Shannon Alvis, Margrace Buckler, Dorothy Carner, Seth Christensen, Lisa Finn, Tonya Hays-Martin, Jean Howard, Jacqueline Kelly, Steven Medrow, Cori Miller, Pat Powell, and Jennifer Rodewald. Dawn Dirks and Travis Pringle were absent.

Also in attendance was DBRL Executive Director Robin Westphal as well as DBRL managers Jim Smith, Angela Scott, Eric Schmeck, Sheryl Bucklew, Lauren Williams, Mitzi St.John, Nathan Pauley, and other members of library staff.

### **Public Comment**

None.

### **Minutes**

There were no corrections or comments concerning the minutes of the February 12, 2026 Board Meeting. The minutes were approved as written.

### **Pre-Audit Engagement Conference with Williams-Keepers**

Jim Smith introduced Amanda Schultz, CPA, of Williams-Keepers who will be the managing partner for our 2025 audit. Amanda introduced Hannah Reeves, audit senior, and walked the board through the planning letter that she had provided, detailing the time frame of the audit. She reported that the audit is scheduled for the week of March 30, 2026 and that they should have drafts ready to present to the finance committee by the week of May 7, 2026, before the board meeting on May 14.

### **Monthly Reports**

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

Robin Westphal reported that, on Sunday, the library took possession of the temporary alternate location for the Callaway County Public Library (CCPL). She added that staff have been tidying the space and preparing for the items and materials from CCPL to be moved over. Fortunately, the alternate location space is large enough that a lot of the equipment from CCPL, like servers and IT equipment, will also be stored at the location while CCPL is closed. Robin shared that CCPL is set to close on March 30, with a tentative completion date of June 30, though we rented the alternate location through July as a precautionary measure.

As the Americans and the Holocaust Exhibit comes to a close next week, Robin shared that attendance totaled over 2,000 people, with a few days still left for visitors to stop by. Robin noted that in addition to the exhibit, the library has also seen an increase in visitors from the VITA Tax services. Robin also shared that Chad Gooch, Safety and Security Manager, has accepted a new position in Kirksville, Missouri as the Chief of Police and Director of the Department of Public Safety position with Truman State University. Robin noted that this will be a bittersweet goodbye, but that we are all so excited for his new journey which will bring him back to his home

## **Daniel Boone Regional Library Minutes, Meeting of March 12, 2026**

town. Lastly, Robin shared that the trustees should have received an email regarding our strategic planning process and the meetings they are invited to participate in.

### Financial Report:

Jim reported that, under the Assets section on the Balance Sheet, Checking is quite a bit higher than last year as we have built the cash balance up by phasing withdrawals from our investments with the Boone County Investment pool for our two large building projects in 2026; finishing the CCPL HVAC project and the Columbia Public Library (CPL) roof replacement.

Moving onto the Revenues and Expenditures Sheet, under Revenues, Jim reported that we are on track for Property Tax Revenue for February. Next, reporting from the Expenditures section, under Salaries and Benefits, Jim shared that we are currently at 12% expended which is as expected. Jim also noted that Health and Dental Insurance is at 16% expended, but that he expects to be on budget by the end of the year. Jim also reported that the Short Term Disability Insurance and LAGERS lines will both be over budget, noting that the LAGERS fee was expected to be 12.5% but rather ended up being 12.9% of the covered payroll. These lines are expected to be offset by other lines being under budget.

Wrapping up the report, Jim shared that the General Operating section is as expected while the Total Expenditures currently sit at 15% expended which is slightly less than expected for this time of the year. Jean Howard asked Jim if the Senior Property Tax Credit program ended up affecting the budget. Jim shared that while they did make a difference, it was not a substantial difference thus far. Dorothy Carner asked if there were any updates regarding the Athletes and Entertainers Fund, which pools funds from taxes on out of state performers and athletes to be used towards Arts, Humanities, and Libraries, as legislators have proposed changes that would potentially end that current stream of state aid for libraries. Robin shared that she has contacted all of our legislators to talk about the importance of this fund for libraries, however, the House has not yet made it to the House Bill that pertains to this quite yet.

### Service Report:

Robin briefly reviewed the report, emphasizing the importance of this data for the upcoming strategic planning process. She highlighted strong increases in both the number of programs offered and overall attendance, noting this trend as a key indicator for future planning and stressed the need to consider expanded meeting and program space, as well as the possibility of a future feasibility study for a new building in Columbia, since the current location cannot be expanded. Steven Medrow asked Robin whether there were any community groups that had been using the Callaway meeting space that would be affected by the closure. Robin shared that the community was made aware of the closure in advance and Sara Henry, CCPL and HSPL Branch Manager, shared that the friends group was impacted the most, but that staff have been letting other groups know as they see them about the closure for the last month or so. Lastly, Robin noted the passport (215 applications) and notary (698 notarizations) numbers adding that spring break may have influenced the increased numbers.

## **Daniel Boone Regional Library Minutes, Meeting of March 12, 2026**

### **Service Spotlight - Sustainable Libraries Initiative with Eric Schmeck**

Eric Schmeck, SBCPL Branch Manager and DBRL Sustainability Committee Chair, began his presentation with a brief overview of the background of the Sustainable Libraries Initiative and DBRL's involvement. He shared that DBRL joined the initiative in January of 2025, providing us with access to resources and a network of peer libraries. It was the DBRL Sustainability Committee that sought out leadership's approval to pursue certification through the Sustainable Libraries Initiative's Sustainable Library Certification Program.

Eric further shared about the DBRL Sustainability Committee itself which, having been active for about four and a half years, includes representatives from every department and branch to ensure system-wide input. Its mission is to recommend ways the library can become more sustainable, with a focus on waste reduction, energy efficiency, recycling, and resiliency. Some of the DBRL Sustainability Committee's other accomplishments include adopting BPA-free receipt paper, implementing plastic film recycling through TerraCycle, shifting to more sustainable giveaway items, conducting energy audits, expanding sustainability-related programming, and developing a native landscape demonstration garden.

He then introduced the Sustainable Libraries Initiative more broadly, explaining its origins in 2015 following Hurricane Sandy and its mission to help libraries address climate change through environmentally sound, socially equitable, and economically feasible practices. Eric further shared that these three tenets – environmental responsibility, social equity, and economic feasibility – are what the Initiative refers to as the “triple bottom line” framework which Eric commented are already central to library efforts while expanding the focus to broader environmental conscientiousness.

Finally, Eric explained the structure of the certification program, which includes multiple sections and action items that can be completed flexibly over time, typically within one and a half to two years. He noted that some requirements have already been met through past efforts and emphasized that the process will affect all areas of the organization, requiring policy updates and staff involvement. He concluded by stressing that certification is not simply a checklist but represents a long-term cultural shift toward more sustainable practices and decision-making across the library system.

Tonya Hays-Martin commented that he should consider presenting about this at MLA in the future. Eric shared that he would definitely be interested once we have completed the certification. He also shared that we also have a mentor from a different certified library, so he would be interested in becoming a mentor as well once we are certified, especially as we will be the first library in Missouri to become certified. Seth Christiansen asked whether there are other organizations that provide this type of certification and Eric shared that, to his knowledge, they are the only organization. Lisa Finn asked if we would consider recycling the donated books that the Friends of the Library receive but are not in good enough condition to be sold. Eric shared that the books from CPL are taken to Jefferson City to be recycled and the group discussed adding a stop in Ashland on the way to Jefferson City to take their books as well.

## **Daniel Boone Regional Library Minutes, Meeting of March 12, 2026**

### **New Business**

#### **Operational 2026 Budget Amendment:**

Jim shared that the requested amendment would add needed funds to the Capital Outlay for furniture and equipment related to the new positions added this year. While money had been set aside for this, the growing space constraints at CPL have caused the need for reconfiguring some staff spaces.

ACTION: Buckler moved, Rodewald seconded approval of the Operational 2026 Budget Amendment. The vote was taken by roll call: Alvis– yes; Buckler – yes; Carner – yes; Christensen – yes; Finn – yes; Hays-Martin – yes; Howard – yes; Kelly – yes; Medrow – yes; Miller – yes; Powell – yes; and Rodewald – yes. The motion passed unanimously.

### **Other Business**

None.

### **Staff Announcements**

None.

### **Board Comments/Announcements**

Lisa Finn shared that the Friends of the Southern Boone County Public Library would be having a book sale that weekend with tons of books. She added that it is \$5.00 to fill a bag, and the bag is provided!

### **Adjournment**

Hearing no further business, Cori Miller adjourned the meeting at 6:58 p.m.

Minutes recorded by Emily Camden.

---

Jean Howard, Board Secretary