Daniel Boone Regional Library
Minutes, Meeting of May 15, 2026

<u>Call to Order, Roll Call and Quorum Determination</u>
Cori Miller-Ryan, 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-Ryan, Travis Pringle, and Jennifer Rodewald. Pat Powell was absent.

Also in attendance was DBRL Executive Director Robin Westphal as well as DBRL managers Jim Smith, Erin Magner, Angela Scott, Eric Schmeck, Abbey Rimel, Sara Henry, Lauren Williams, Sheryl Bucklew, Althea Harris, Mitzi St.John, Nathan Pauley, Chris Heitman, Sarah Howard, Kirk Henly, Karen Crago, Mandy Mcconnell, and other members of library staff.

<u>Public Comment</u>
None.

<u>Minutes</u>
Tonya Hays-Martin requested that her comments in the minutes of the April 16, 2026 Board Meeting be rephrased to better capture her concerns regarding the Long Range Planning Committee. There were no further corrections or comments concerning the minutes . The minutes were approved as corrected.

<u>Committee Reports</u>
<u>Finance Committee</u>
Margrace Buckler, Finance Committee chair, reported that the DBRL Finance Committee met on May 7 to receive the report of the 2025 DBRL audit from the auditors. After reviewing, the committee voted to recommend the DBRL Board of Trustees approve the 2025 DBRL audit. She continued to report that the committee also reviewed and voted to approve the 2025 Cost Allocation report which would not need further approval. Buckler then stated that the auditors would discuss the audit before voting on the above motion to approve the 2025 DBRL audit.

Jim Smith 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 what the procedure would be if a deficiency is found in the audit. Amanda shared that there are several options according to the professional standards regarding how they either do or do not report findings and recommendations. She further shared that if a material weakness was found–meaning that there is a lapse in internal control, that something could go materially wrong, or have a material impact on the financial statements–either due to fraud or error, the auditors would be required by their professional standards to document that finding in a separate management letter, as well as a proposed recommendation for how the library could remediate that finding.

ACTION: Buckler, as chair of the Finance Committee, moved to approve the 2025 DBRL Audit as recommended by the DBRL Finance Committee. The vote was taken by roll call: Alvis– yes; Buckler – yes; Carner – yes; Christensen – yes; Finn – yes; Kelly – yes;Hays-Martin– yes; Howard– yes; Kelly– yes; Medrow– yes; Miller-Ryan– yes; Pringle – yes; and Rodewald – yes. The motion passed unanimously.

Evaluation Committee
Seth Christensen, Evaluation Committee Chair, reported that the Evaluation Committee met on April 16, 2026 to review the drafted Employee and Trustee Director Evaluation Surveys. With some proposed changes, the committee voted to approve the amended surveys and will meet to review the results after this meeting.

Monthly Reports
Director's Report:
Robin Westphal began her report by sharing that the Long Range Planning Committee would be meeting the following Monday, May 18, to review the previous strategic plan as well as the the elements discussed in the first session that was had with Funding for Good, our consultants. Robin also reported that our attorney, Chris Pieper, has reached out and would like to coordinate a meeting with Leadership and the trustees to discuss the next bargaining phase for our Union Agreement. Robin added that she would like to hold the meeting in June or July and that Emily Camden would coordinate.

Robin then recognized Dorothy Carner, who joined the board in 2012, for her years of service as she will be leaving the board in June to move closer to family. Robin presented Dorothy with a card from the staff and some DBRL gifts and thanked her for her dedication to DBRL. Dorothy has been a fantastic and involved board member throughout her 14 years of service and she will be missed.

The Foundation has kicked off the Bookmobile Campaign and is planning their very first gala to further raise funds for the campaign. Robin shared that the gala will take place on October 17, 2026 and will be held at Old Hawthorne who graciously donated the space for the event. She added that we hosted a ribbon cutting for the beginning of the campaign, however Bookmobile Senior was in the shop and could not be present, further reiterating the express need to fund a replacement. In other vehicle news, Robin added that she shared a memo with the board recently regarding the need to purchase a new van. She detailed that the Library's Chrysler Pacifica was totaled in a recent accident that, thankfully, no one was injured in. Staff researched and test drove other vehicles and is looking to purchase a Kia Carnival, a hybrid van, as a replacement. Robin concluded that, although the cost falls under what would require a board approval, she wanted to make them aware of the purchase.

Lastly, Robin introduced Chris Heitman, Safety and Security Manager, who joined the team on May 1. Robin shared that he has done well thus far and thanked him for his work in making staff feel safe and heard. Chris shared his excitement being a part of the team and shared that he is thankful for the opportunity. Chris shared a bit about a recent security event that took place and recognized Angela Scott, whose actions insured the apprehension of the offender, with a certificate of appreciation.

Jacqueline Kelly shared that she had a few questions regarding the report, the first question posed was seeking more information on the Snack Pack Program for patrons that was mentioned in last month's meeting. Robin shared that the snack packs are managed by Rebecca Dykhouse, Social Work Manager, and are available for staff to give to patrons that may be in need of food. They include a variety of prepackaged snacks, fruit, and items containing protein. Robin further shared that the program is funded in part by the Community Foundation, as our Development Manager Joe secured some support, as well as by the Sherry McBride-Brown Memorial Fund which is managed by the DBRL Foundation. Jacqueline also spoke about the recent Staff Picnic commenting that it was a lovely event that gave her the opportunity to speak with many staff members and she encouraged her colleagues to attend in the future. Moving on, Jacqueline commented that she loved one of the recent videos posted by the library and asked who provides the brain power behind the videos. Mitzi St.John, PR manager, shared that her social media team is behind the videos. She shared that they find ideas from other libraries, generate ideas in house, and get ideas from staff for the videos and gave special credit to Paige Lubbering, Social Media Specialist, and Devin Goins, PR Associate and videographer.

<u>Financial Report:</u>
Jim began his report with comments regarding the December Financial Report, which is now finalized, to summarize what happened in 2025. Jim reported under Revenues and Expenditures that we collected more in revenue than expected by $716,064 with Total Tax Revenue and Investment Interest on Taxes as the main drivers of the increase. Moving on under Salaries and Fringe Benefits, Jim shared that we were under budget by 2% due to turnover however, this was offset by Health and Dental Insurance which was over budget due to more staff participation in health and dental insurance than budgeted as well as higher than expected short term disability premiums.

Jim further reported being under budget in the General Operating Expenditures section which was influenced by the Professional Fees line being under budget as well as the reappropriation of funds for projects that were budgeted for in 2025 but will be completed in 2026. The Buildings and Grounds line was also reported as under budget by 2% due to the cost of electric and water bills being less than expected as we were expecting an increase in cost that did not occur. The Capital Outlay section was also under budget at year end due to the reappropriation of funds to 2026 for the remainder of the CCPL HVAC project and the Electric Vehicle Charging Stations project. Lastly, Jim reported a fund increase of $1,499,174 for 2025.

Jacqueline Kelly asked whether the recent increase in gasoline prices is affecting the budget to which Jim responded that the library contracts with the City of Columbia allowing us to get gasoline at a discounted rate so, luckily, it is not currently affecting the Library's budget like it is affecting all of us personally. Jim added that it is something he will be watching as we move through 2026 as there is a possibility of being over budget should gasoline prices stay as elevated as they are currently; approximately $4.17/gallon in Columbia.

Moving forward to the April Report, Jim shared that Total Revenue is as expected for this time of the year; however, he did show concern for where the Investment Interest on Taxes line stands. He further shared that we only have data for January and February currently, making it hard to gauge whether we are receiving as much as we should. Total Expenditures are as expected for April. Looking back at Salaries and Fringe Benefits, Jim reported that we will be over budget again this year for the Short Term Disability line as premiums were more than expected, however other lines being under budget will cover this. Lastly, Jim shared that the Library Vehicle Maintenance line, which covers gasoline costs, is as expected for April though he reiterated that he will be keeping an eye on this line.

<u>Service Report:</u>
Referencing the report, Robin shared that, with the HVAC project still underway at CCPL, we are still unable to record library visits at the location and we are also still unable to gather visit information from the HSPL, due to a faulty door counter. Robin also commented that the Bookomobiles have seen 4,343 people already this year, 400 more than this time last year. Regarding Database usage, Robin shared that Kirk Henley would be sharing more about the services at the August board meeting for our Service Spotlight. Lastly, Robin shared that our notaries performed 450 notarizations (2,222 in 2026) and our passport agents have processed 174 applications in April. Lisa Finn asked for clarification on Circulation statistics being down 13% at the SBCPL. While there is not a clear answer, staff pointed out that visits and program attendance both show an increase, illustrating that more people are coming to the library even if they are checking out less materials.

<u>New Business</u>
None.

<u>Other Business</u>
None.

<u>Staff Announcements</u>
Jim Smith shared thanks for Jason Leggett, Darren Pine, Emily, the Leadership team, managers, and other staff members for their help in ensuring our audits go smoothly each year.

Kirk Henly shared that the 2026 One Read title would be announced the following Thursday and that, with this being our 25th One Read, we are planning some big events!

<u>Board Comments/Announcements</u>
Steven Medrow asked how the CCPL HVAC project was progressing. Robin shared that she went with Angela Scott and Nathan Pauley the week prior, and reported that the project seems to be ahead of schedule; however Robin stated that there is still no guarantee they will finish before the end of June as quoted. Angela shared that the workers found a few things in the

progress of this project that needed to be fixed as well, like a cast iron pipe that was ready to break at any time, sharing that this project has helped us get ahead of other repairs.

Shannon Alvis shared that June will be her last board meeting as she will be stepping off of the board. She shared that she was recently promoted at work and that her children are playing volleyball, with one now playing at the collegiate level, and that she wants to be sure she is giving 100% where needed. The group congratulated her on her new role and shared excitement for her kids' involvement in volleyball.

Adjournment

Hearing no further business, Cori Miller-Ryan adjourned the meeting at 7:00 p.m.

Minutes recorded by Emily Camden.

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Jean Howard, Board Secretary