Daniel Boone Regional Library
Minutes, Meeting of June 11, 2026

Call to Order, Roll Call and Quorum Determination

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, Seth Christensen, Tonya Hays-Martin, Jean Howard, Jacqueline Kelly, Steven Medrow, Cori Miller-Ryan, Travis Pringle, and Pat Powell. Jennifer Rodewald, Dorothy Carner and Lisa Finn were absent.

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

Public Comment

None.

Minutes

There were no corrections or comments concerning the May Board meeting minutes. The minutes were approved as corrected.

Monthly Reports

Director's Report:

Robin Westphal began her report by sharing that the Boone County Commission has appointed a new board member whose term will begin July 1. The new board member is CJ Dykhouse, an attorney that works for Boone County and was appointed by the Boone County Commission. We are waiting for the official confirmation but Cori has been appointed to the Boone County Board as well and we should hear about Jacqueline next week.

Robin then shared an update about the Callaway County HVAC project. The scheduled completion date is the 30th of June. They are getting ready to start up the system, get it calibrated and get ready to open. Robin reported that we have the temporary facility until the end of July which allows time for any painting or other things that need to be completed before we reopen completely to the public. We plan to have a grand reopening ceremony, with dates to be determined.

Robin shared that the foundation is still planning a fall gala. Robin and Joe Facteau, Development Manager met with Logboat regarding some partnership and future fundraising opportunities.

Robin shared that Sheryl Bucklew, Circulation Department Assistant Manager will be graduating from Leadership Columbia later this month. DBRL would like to continue to send a manager to the program each year.

The Grown-up Book Fair will be held at Rose Park this Saturday, pending weather. DBRL will have a table, with books provided by the Friends collection. We will have a QR code for people to be able to donate directly to the Bookmobile Project. Some of the proceeds go to our summer

reading program.

Robin shared that the summer reading program kicked off a couple of weeks ago, with a dinosaur theme which is very popular with the children and with staff.

Robin then updated on the strategic planning process, sharing that Erin will be sending out dates to the strategic planning committee for another meeting as we move toward the most participatory component of work on the strategic plan. Robin also shared that during the visioning session on May 19 a work group composed of the Board of Trustees, the Leadership Team and union members worked on the vision and mission statements. The goal was to clarify DBLR's purpose and the direction and long-term aspirations prior to broader stakeholder engagement and the September planning retreat. The goal is to have these statements become a north star, guiding the strategic plan and the future of DBRL. The group wanted the vision statement to reflect DBRL at the heart of our communities, and to have a statement that is easier for us all to remember and share with our community. The suggested statement is, DBRL strives to be the heart of our communities, connecting everyone to information and meaningful experiences. The new statement will be sent to all board members for review. The mission statement revision is "Your library, connecting you to ideas, information and each other. The mission statement will also be sent to all board members for review. The statements will be voted on at the next board meeting in July.

Jacqueline Kelly asked about the process for getting a ticket to the One Read author talk, which Lauren Williams answered. Registrations will be taken for the author talk, which will be free but you will need to register to get a ticket. It is likely that registration will start around September 1st.

Jacqueline then asked about the cost for the gala tickets, while Robin believes that the cost will be approximately $150 - $175, Joe Facteau is waiting for finalization of food cost.

Robin then introduced Shannon Fickess as the newest member of the Callaway County Library Board and Daniel Boone Regional Library Board. Shannon shared that she grew up in Fulton, lived in Columbia for 20 years and moved back to Fulton in 2021. Shannon is an avid reader, an English/Writing major and is very excited about the opportunity to serve on the board.

Lastly, Robin also thanked board member Shannon Alvis, whose service to the board is ending tonight. Shannon has been a tremendous board member and will be missed by everyone.

<u>Financial Report:</u>
Jim began his report by pointing out that under current liabilities, 10% of each payment for the CCPL HVAC replacement project are withheld until project completion. Jim stated that this is normal in construction, with full payment held until everything is completed to satisfaction.

Jim further reported that we are at 86% total revenue at the end of May. Everything is where he would expect it to be with the exception of the Athletes and Entertainers tax. Due to the reduction by the legislature, our next payment will be $40,000 instead of $80,000 so we will be $40,000 under budget. Jim also shared that he is still watching investment interest as with only three months of data, it's too soon to see the full picture there.

Jim moved to Salaries and Fringe benefits, stating that the short-term disability line will be over budget due to higher than expected premiums, but that other lines will be under budget, so we should be fine in total.

Jim stated that looking at general operating expenditures, we are where he would expect us to be at the end of May, as well as in building and operations and maintenance. Looking at future equipment and capital outlay, with the biggest item in that line being the CCPL HVAC replacement, and that expenditures are about where he would expect.

It was asked what, if anything, about finances is keeping Jim up at night? Jim replied that we're in a good financial situation with the only concerning thing being the talk of the legislature wanting to change our funding from property tax to sales tax which Jim believes will decrease our revenue because so many organizations would be looking for a sales tax as well and he doesn't feel that can be absorbed by the community.

The impact of the A&E cut was also discussed, with Robin stating that Kirk Henley, Collection Department Manager is working with Jim and Robin to determine what that looks like for DBRL. There is strong advocacy work regarding this funding that is ongoing and it's hopeful that it will be a one year change that will not be lasting.

Service Report:
There is no service report for May, when Emily returns next month we will have the report.

Service Spotlight:
Due to the virtual meeting, the service spotlight for Holts Summit will be held at another meeting. Sara Henry reported that programming has been going very well in Holts Summit, with 55 participants at their last storytime. HSPL is partnering with MU Extension to offer an iCook class, where kids and their parents come and learn to cook. They are in the swing of Summer Reading, which is going well.

Committee Reports

Evaluation Committee
Seth Christensen, Evaluation Committee Chair, reported that the Evaluation Committee met after the May board meeting to discuss results of the Board of Trustees and staff executive director evaluations, and recommendation to the board will be made in closed session.

Nominating Committee:
Jacqueline Kelly reported that the committee met on May 29th to form a proposed slate of officers for 2026 through 2027. The slate is as follows: President Cori Miller-Ryan, for Vice President Steven Medrow, Secretary, Jacqueline Kelly, for Warrant Officer, Jean Howard.

ACTION: Kelly, as chair of the Nominating Committee, moved to approve the 2026-2027 slate of officers as proposed by the Nominating Committee. Margrace Buckler seconded. The vote was taken by roll call: Alvis–yes; Buckler – yes; Christensen – yes; Fickess – yes; Kelly – yes; Hays-Martin– yes; Howard– yes; Kelly– yes; Medrow– yes; Miller-Ryan– yes; Pringle –

yes; and Powell – yes. The motion passed unanimously.

District Reports:

Callaway County Library District:

Tonya Howard, Callaway County Library District President reported that the Callaway County Board proposed and voted on a slate of officers for 2026-2027. The slate is as follows: President, Jean Howard, Vice President, Tonya Hays-Martin, combined Secretary and Warrant Officer, Stephen Medrow.

ACTION: Howard, moved to approve the 2026-2027 slate of officers as proposed. Kelly seconded. The vote was taken by roll call: Alvis–yes; Buckler – yes; Christensen – yes; Fickess – yes; Kelly – yes; Hays-Martin– yes; Howard– yes; Kelly– yes; Medrow– yes; Miller-Ryan– yes; Pringle – yes; and Powell – yes. The motion passed unanimously.

Columbia Boone County Library District:

Travis Pringle, Columbia Boone County Library District President reported that the Columbia Boone County Library District met on May 29 to approve a slate of officers for 2026 2027 The slate is as follows: President, Travis Pringle, Vice President Jennifer Rodewald, Secretary and Warrant Officer Seth Christensen.

ACTION: Pringle moved to approve the 2026-2027 slate of officers as proposed. Christensen seconded. The vote was taken by roll call: Alvis–yes; Buckler – yes; Christensen – yes; Fickess – yes; Kelly – yes; Hays-Martin– yes; Howard– yes; Kelly– yes; Medrow– yes; Miller-Ryan– yes; Pringle – yes; and Powell – yes. The motion passed unanimously.

New Business

None.

Staff Announcements

None.

Board Comments/Announcements

Travis Pringle encouraged anyone who can to go to the Adult Book Fair. He has attended for the last two years and feels it is a lot of fun and worth attending.

Closed Session

ACTION: Miller-Ryan moved to enter a closed session concerning matters of personnel as authorized under RS Mo 610. Buckler seconded. The vote was taken by roll call: Alvis–yes; Buckler – yes; Christensen – yes; Fickess – yes; Kelly – yes; Hays-Martin– yes; Howard– yes; Kelly– yes; Medrow– yes; Miller-Ryan– yes; Pringle – yes; and Powell – yes. The motion passed unanimously and the board entered closed session at 6:42 p.m.

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Open Session resumed at 7:10 p.m.

Other Business

Seth Christensen, Chair of the Evaluation Committee, presented the committee's recommendation to offer a one-year contract to current Executive Director, Robin Westphal with a 5% increase in salary and a yearly evaluation.

ACTION: The vote was taken by roll call: Alvis–yes; Buckler – yes; Christensen – yes; Kelly – yes; Hays-Martin– yes; Howard– yes; Kelly– yes; Medrow– yes; Miller-Ryan– yes; Pringle – yes; and Powell – yes. The contract offer recommendation passed unanimously.

Adjournment

Hearing no further business, Cori Miller-Ryan adjourned the meeting at 7:25 p.m.

Minutes recorded by Karen Crago

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Jean Howard, Board Secretary