

**Daniel Boone Regional Library  
Minutes, Meeting of July 11, 2024**

**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 Margrace Buckler, Dorothy Carner, Seth Christensen, Tonya Hays-Martin, Cori Miller, Pat Powell, Travis Pringle, Shannon Alvis, Jacqueline Kelly, and Mary Fennel. Jennifer Rodewald, Jean Howard, and Nate Suttentfield were absent.

Also in attendance were DBRL Interim Executive Co-Directors Angela Scott and Erin Magner, and DBRL managers Karen Crago, Nathan Pauley, Jim Smith, Mandy McConnell, Eric Schmeck, Lauren Williams, Sarah Howard, and other members of library staff.

**Public Comment**

Melinda Hemmelgarn, a member of the community, shared her concerns with the chemicals being used on the library lawn and how those chemicals affect the community and surrounding ecosystem. She requested that the library consider moving to native plant gardens or to consider using alternative pest and lawn management methods.

Chriss Jones, a former DBRL employee, spoke about her concerns regarding her termination.

**Minutes**

There were no corrections or comments concerning the minutes of the June 12, 2024 Board Meeting. The minutes were approved as written.

**Monthly Reports**

**Director's Report:**

Angela Scott shared an update with the board regarding the EV charging station grant we have been chosen to be a part of. This grant is a part of a larger, \$700 million dollar grant from the DOT and Federal Highway Administration which selected Columbia for these charging stations. Angela reported that she and Jim Smith recently met again with the City of Columbia Sustainability Office to work on gathering more details about our participation in the program which would grant us four level two EV charging stations. The four stations would be installed in the north lot, one of which would be an ADA accessible charging spot. Angela reported that the cost to support this grant is estimated at \$54,000 in matching funds which we will access from the Virginia Young Fund which is managed by the DBRL Foundation if there are no objections. The trustees asked the following questions regarding the grant:

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- What are the requirements for using the chargers?
- What is the rough timeline of when they would be installed?
- Would we have to remove a handicap accessible space?
- Who is responsible for the upkeep?
- Will we make any income off of them or just break even with the cost and upkeep?
- Are we locked into the level 2 chargers as technology changes?
- Does this reflect our mission?
- When do we need to have the funds? Now or when they are installed?
- Could we request to be later in the timeline?

Angela and Jim shared, in response, that the chargers would be available for use to anyone with a credit card and that the project will span from 2025 to 2029. They are not sure yet where we land on the timeline for install as it will be up to the contractor which has not yet been chosen. We would be converting one of the four current ADA accessible spots into an ADA accessible charging station. Smith stated that we will check to make sure that we have enough handicapped parking spaces to meet ADA requirements. As for the income from the charging stations, we will be able to set the pricing for the stations which is expected to at least offset the costs.

Additionally, Margaret's letter stated that it was her goal to move all of our DBRL vehicles, including the bookmobiles, to EV to help achieve our strategic plan of increasing the number of sustainable choices made by 30 percent each year. This project was put in motion by the previous director. There was a choice to install level 3 chargers, but at a cost of \$220,000 - for which we do not have current funding. Angela shared that bringing the information to the board, in part, is to determine if this project should be pursued at this time. It is important to note, however, that we don't know how changing courses at this stage could affect the City of Columbia and their grant award. The city has requested that we have the funds set aside and planned for the project in 2025 regardless of where we are on the install timeline. The trustees agreed that they should keep attending the meetings and assess the cost and other factors as we receive more information.

Moving on from this topic, Angela reported that we have received a quote back on our native landscaping project that we received a grant for last year. The grant will match our costs up to \$49,000, however the cheapest bid for services came back at \$94,335. Angela shared that we have decided to regroup on the project and opt for a smaller demonstration garden, which had been suggested earlier in the discussions regarding the project. The garden will be used for programming and training on pesticides, native grasses, and more. The planning for the demonstration garden will now be handled by the DBRL Sustainability Committee who are very excited for the opportunity to play a role in furthering our sustainability efforts.

Angela also reported that the LED lighting project has been completed at CPL.

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Angela stated that we have received an energy audit grant from the Missouri Department of Natural Resources. The energy audit will be completed for CPL and CCPL, as those are the buildings we own, and are tentatively scheduled for August 6 and 7.

Lastly for the facility updates, Angela shared that the only bid we received for the millwork project at CCPL was for \$137,586 while we had only budgeted \$102,800 for the project. Angela shared that they were able to negotiate the bid down to \$117,568 which is still over \$14,000 over budget. Jim shared that we believe we can cover that extra cost under 'furniture and equipment' within the capital outlay budget as we have a few projects under that category that will be under budget.

Erin Magner shared that the first round of interviews for the Development Manager position are underway and they hope to have the second round of interviews scheduled soon. She reported an addition to the report as printed, that a few members of the staff, as well as Andrea Kimura from the foundation board were able to table at the COMO Grown Up Book Fair which resulted in a \$3,375 donation from the event in addition to \$335 in book sales made while tabling. Lastly, Erin shared that the Foundation Board meeting that was to be held on June 20 was canceled due to staff absences, however the next meeting will be held on August 21.

### Financial Report:

Jim Smith reported that under Total Revenue in the report, we are on track to collect all the property taxes projected as part of the 2024 budget. Smith also stated that we are expected to collect slightly more from State Aid than usual. We receive more revenue than planned as part of the 2024 budget investment income and interest on checking mainly because of better interest rates. Jim shared that we are also maintaining a larger balance in checking which helped us to receive more interest in checking. Our total expenditures are as expected with the exception of vehicle maintenance which is under budget currently as we are still having troubles getting our invoices from the city. In response to hearing about the higher interest rates, new board member Seth Christensen asked Jim when the last time we did a comparison on interest rates offered at other institutions to which Smith responded that we bid for our banking services every five years and that he believes we are in year four with our current bank.

### Service Report:

Angela Scott reported that Nathan Pauley, IT Manager, reported that the door counters in Southern Boone Public Library were down for most of the month, but replaced on June 20 accounting for the seeming decrease in patron visits.

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**Service Spotlight: Community Resources- Tyler Davis**

Tyler Davis, Community Resource Manager, introduced himself to the board and shared that he first worked at DBRL as the very first social work practicum student in 2023. Tyler shared a fact sheet with the board that included statistics regarding the contacts he has had with patrons, demographics of the patrons, and agencies that he has developed partnerships with. Tyler shared some of the success stories he has already had, including helping an unhoused patron find treatment for their challenges. Tyler shared that thanks to the help we were able to provide, this patron was able to secure housing vouchers and is now searching for their first apartment they have had in 10-15 years.

Tyler also shared that while other libraries have hired social workers, we are different as Tyler and Drew, our Safety and Security Manager, work directly together to address patron incidents that may be preventable in the future by establishing relationships and meeting their needs. Tyler stated that, "behavior is oftentimes a manifestation of unmet needs," thus if Tyler can help the patron meet that need, the library and the patron will see a better outcome. Tyler shared that he and Drew will be presenting at the upcoming MLA conference about their unique approach.

**Committee Reports**

**Ad Hoc Director's Search Committee**

Margrace reported that The Ad Hoc Committee met on June 27 to review the Employee Survey, the Director's job description, and discuss the Community Survey. Karen shared the CliftonStrengths that the candidates will be screened for based on the staff survey and our consultants evaluation which are as follows: envisions the future (strategic), inspires engagement (communication), fosters connections (relationship builder), and executes tasks (executing). The committee approved the updated job description which has been posted with a preferred application date of August 2 and decided on the order of the process being that the candidate applications will be reviewed by Karen, those that meet minimum qualifications will then take the CliftonStrengths test with Phil Shearrer, and then candidates that have the desired strengths will move on to interviews. The committee also reviewed and approved the community survey which was posted on July 1. The committee determined the next steps for the group will be working on interview questions, deciding who the interviewers will be, what the second round of interviews will look like, and how we will involve the staff in the next round of the process. Jacqueline Kelly shared that she took and shared the survey and appreciated its brevity. Karen Crago shared that the survey has only been out for two days and already has over 1000 responses. Lastly, Dorothy Carner requested that the director position be posted through ALA and PLA to ensure we get the position out to candidates in other states.

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**New Business**

**Policy 2-617 Public Disclosure:**

Jim Smith explained that by approving this policy, he will be permitted to file this policy with the state placing us in good standing with the Missouri Ethics Commission rather than each trustee filing separately. Thus, the policy must be approved, regardless of change, every two years.

ACTION: Powell moved and Hays-Martin seconded approving Policy 2-617 Public Disclosure. The motion passed by unanimous consent.

**Other Business**

None.

**Staff Announcements**

None.

**Board Comments/Announcements**

Mary Fennel requested that the trustees speak up during the meetings to allow everyone to better hear the discussions. Margrace welcomed Seth Christensen to the board as this is his first meeting since being appointed. Seth shared that he is excited to contribute to the board as he believes libraries are vital to the community as well as a valuable asset in fostering a love of reading in children.

**Adjournment**

Hearing no further business, Margrace Buckler adjourned the meeting at 7:00 p.m.

Minutes recorded by Emily Camden.

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Jennifer Rodewald, Board Secretary