

**Daniel Boone Regional Library  
Minutes, Meeting of August 15, 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, Jean Howard, Cori Miller, Pat Powell, Travis Pringle, Shannon Alvis, Jacqueline Kelly, and Mary Fennel. Jennifer Rodewald and Nate Suttentfield were absent.

Also in attendance were DBRL Interim Executive Co-Directors Angela Scott and Erin Magner, and DBRL managers Tyler Davis, Drew Ide, Nathan Pauley, Kirk Henley, Mitzi St. John, Sheryl Bucklew, Mandy McConnell, Abbey Rimel, Jim Smith, and other members of library staff.

**Public Comment**

None.

**Minutes**

There were no corrections or comments concerning the minutes of the July 11, 2024 Board Meeting. The minutes were approved as written.

**Monthly Reports**

**Director's Report:**

Erin Magner reported that the Labor Management Committee has been meeting bi-monthly since January so, from now on, they will have a report regarding the meetings in the Director's Report to keep the trustees updated. She shared that since January, they have signed two side letters to address changes in the union agreement. Erin also shared that while there will not be a staff spotlight at this meeting, two members of the DBRL Workers United (union) will present a staff spotlight in September.

Angela Scott shared that, since the previous board meeting, she and Jim have been meeting regularly with the Federal Highway Administration (FHA) and the City of Columbia Sustainability Office regarding the EV charging grant. She shared that the FHA is still looking into the questions we discussed at the July meeting regarding ADA accessibility and how many spaces we need to have to be in compliance. She also shared that the offices have requested that we sign a letter of commitment stating that we will use \$54,000 from the Virginia Young Memorial Fund as a match to the grant. She explained that the fund is managed by the

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Foundation, so they will need to sign a letter as well. After some discussion, the trustees agreed for the letter to be signed.

Angela continued on to report that CPL is once again accepting book donations. As a solution to the problem, we have begun renting a Ryder truck to transport the discarded books to Jefferson City to be recycled.

Erin shared that they have hired a new Development Manager, Joe Facticeau, who will start on August 26. Lastly, Erin shared that there will be a small ceremony in the Virginia Young Room on Monday, August 19 at 2 p.m. to acknowledge our acceptance of the \$250, 000 ARPA grant. This award, which is intended for our Safety and Security and Community Resources departments, will be presented by Kip Kendrick, the Boone County Commissioner.

Before moving on to the Financial Report, Erin welcomed new trustees Seth Christensen and Lisa Gill to the board. The staff and managers present all introduced themselves to the new trustees and shared about their time working at the library.

### Financial Report:

Jim Smith reported that under Total Revenue in the report, we are on track to collect all, or more of, the property taxes projected as part of the 2024 budget. 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. Jim asked for any questions to which Jacqueline Kelly asked what the \$8,700 under ‘Due from Foundation’ in the report was regarding. Jim explained that we had paid some of the Foundation’s expenses and this was showing the amount to be reimbursed by the Foundation; he added that Nikki, the treasurer, had already written the check. Kelly also asked what the discrepancy between last year and this year under the ‘total liability’ was about. Jim reported that the Governmental Accounting Standards Board (GASB) used to require that we account for PTO and leave under liability on our financial statements, but that this went away for a while. However, starting December 31, 2023 the GASB began requiring that we begin recording it once again, thus it was not recorded this time last year in the report.

### Service Report:

Angela shared that, as seen in the report, Ashland saw an increase of 17.8% in library visits. This increase was partially influenced by the Boop a Baby Animal program which saw 198 patrons.

## **Committee Reports**

### Finance Committee

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Tonya Hays-Martin reported that the Finance Committee met on August 6 to hear Jim present the Preliminary CY 2025 Operating Budget and, after reviewing, the committee voted to recommend the DBRL Board of Trustees approve the Preliminary CY 2025 Operating Budget. Jim continued to share a briefed version of the Preliminary CY 2025 Operating Budget review for the trustees. Jim began by sharing that he would be requesting that the Columbia and Boone County Library District board vote to approve increasing the tax levy from \$0.3022 per \$100 of assessed valuation to \$0.3058 per \$100 of assessed valuation. Jim explained that he is requesting the increase because there was a decrease in assessed valuation for this year, thus raising the tax levy will ensure the same revenue is collected this year. Similarly, Jim reported that he will be requesting the Callaway County Library District board approve their tax levy to \$0.2600 per \$100 of assessed valuation, which is the voted maximum.

During the Preliminary CY 2025 Operating Budget review, Jim shared that we are looking for our tax revenue to increase by 2.3% and that our grant funds will increase, largely due to the \$250,000 ARPA grant. The salaries and fringe benefits line should decrease in 2025 due to the large LAGERS payment that was made in 2024, though the salaries will increase due to the 5% increase agreed to in the union agreement as well as adding three new positions; a full-time lead in Southern Boone, a half-time PR position, and a full-time security officer. Under Capital Outlay, Jim shared that he is expecting an increase to account for furniture and technology replacements as well as the large replacement of the HVAC system for the Callaway County Public Library. After the total expenditures of \$854,465 Jim expects a resulting fund balance of \$12,935, 425. Before requesting approval, the meeting briefly adjourned for the Columbia and Boone County Library District Tax Rate Hearing and Board Meeting.

Buckler asked for a motion to suspend the meeting to accommodate the CBCLD Tax Levy Setting Hearing. Miller moved, Alvis seconded suspending the meeting.

The meeting resumed at 6:45 p.m, and the trustees continued on to vote on approving the Preliminary CY 2025 Operating Budget.

**ACTION:** Buckler accepted the motion from the Finance Committee to approve the Preliminary CY 2025 Operating Budget. The motion passed by unanimous consent.

**New Business**

**Policy 1-241 Drug and Alcohol Free Workplace and Policy 2-950 Library Closings for Severe Weather and Unusual Circumstances:**

Angela reported that the few changes to the policies were made to mirror the union agreement language and to update the HR Director's title from HR Manager.

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ACTION: Miller moved and Alvis seconded approving Policy 1-241 Drug and Alcohol Free Workplace and Policy 2-950 Library Closings for Severe Weather and Unusual Circumstances. The motion passed by unanimous consent.

**Other Business**

Shannon Alvis asked Erin and Angela how the Labor Management Committee meetings are going. They shared that the meetings have been very collegial with great discussions. Overall the meetings have been going very well and are beneficial.

Seth Christensen asked if there are any updates regarding the Director's search. Angela shared that the Ad Hoc Committee will be meeting again on August 22 to review the initial candidates and discuss the next steps in the process.

**Staff Announcements**

None.

**Board Comments/Announcements**

Mary Fennel shared that she had a passport appointment in Fulton with Sara and Julie and it was great and they made the process easy.

**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