

Daniel Boone Regional Library Minutes, Meeting of November 14, 2024

Call to Order, Roll Call and Quorum Determination

Margrace Buckler, President, called the meeting to order at 6 p.m.

Daniel Boone Regional Library (DRBL) Board members present were Shannon Alvis, Margrace Buckler, Dorothy Carner, Seth Christensen, Lisa Finn, Mary Fennel, Tonya Hays-Martin, Jean Howard, Cori Miller, Pat Powell, Travis Pringle, and Jennifer Rodewald. Jacqueline Kelly and Nate Sutfenfield were absent.

Also in attendance was DBRL Interim Executive Co-Directors Erin Magner and Angela Scott as well as DBRL managers Jim Smith, Karen Crago, Mitzi St. John, Joe Facticeau, Lauren Williams, Sheryl Bucklew, Sara Henry, Althea Harris, Kirk Henley, Eric Schmeck, Nathan Pauley, and other members of library staff.

Public Comment

None.

Minutes

There were no corrections or comments concerning the minutes of the October 10, 2024 or October 30, 2024 Board Meetings. The minutes were approved as written.

Monthly Reports

Director's Report:

Angela Scott began the report by sharing personnel updates including Joyce Nichols joining as a 20 hour Library Associate at HSPL and internal changes/transfers/promotions including Tyler Hert moving from 31 hours a week to 40 hours a week in his Library Courier position, Karena Tse moving from 31 hours a week to 40 hours a week in her Adult Public Services Library Associate position, and Theo McSheehy moving from a 40 hour Outreach Library Associate position to a 40hour Bookmobile Driver/Library Associate position.

Angela shared that the Labor Management Committee met on October 17 to discuss the health insurance plan renewals, potential adjustment of hours at the Callaway County Public Library, and the dress code. The next meeting will be on November 19. She also reported that we moved to a new interlibrary loan system, Tipasa, on October 22. Angela shared that the new interface makes it easier for patrons to find and request and borrow materials from other libraries.

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Moving forward, Angela shared that she attended the Columbia City Council meeting on November 4 at which Eric Hempel from Columbia's Office of Sustainability shared a presentation on the EV grant application with the Federal Highway Administration and the council approved the grant agreement.

Angela reported that on November 7, a small fire occurred on the roof of the Columbia Public Library which was caused by a malfunctioning air handler control panel. While the fire was handled swiftly, it did lead to a temporary closure for assessment and remediation. Angela shared that Servpro managed air quality for the smoke smell and additional treatment on November 8 and the library reopened on Saturday, November 9 at 9 a.m. Angela thanked the staff that aided in the emergency response as well as the staff that worked on Saturday and Sunday for handling the aftermath of the temporary closure.

Erin Magner shared that the nominations for the 2025 One Read title are now open. She also shared that the Creative Age Painting classes in Columbia at the Orr Street Studies and in Fulton at the Callaway County Public library, have been well-received, with participants actively creating and forming a community. She added that an art exhibit to showcase all patron art will take place on Saturday, December 14 from 1-3 p.m. in the Friends Room of the Columbia Public Library.

Financial Report:

Jim Smith began sharing the October Finance Report by sharing that the Total Revenue is as expected for October due to having collected the projected amount of property tax revenue for this time of year.

Moving on to the Expenditures section, Jim reported that we are on track to be under budget for expenditures. He pointed out that we are slightly over budget for "Vehicle Mileage", but that this will be covered by being under budget for other lines. This increase in mileage was caused by a mid-year rate increase from the IRS. Jim also shared that under "Vehicle Maintenance" we are still waiting on the city to send us bills for fuel charges and maintenance work that has been completed. Pat Powell asked, regarding the "Vehicle Mileage" line if the trustee mileage reimbursement was included, but Jim shared that those expenses are recorded under the Trustee Development Budget line.

Service Report:

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Angela noted that there was a large decrease in Circulation for the Holts Summit Public Library and shared that, after speaking to Sara Henry (Branch Manager) and Julie Murphy (Lead), it seems that the cause of the decrease was the construction of the bridge to Jefferson City. Many patrons that live in Jefferson City have not been coming over to avoid the heavy traffic, however, as the construction is completed, we hope to see more people visiting again.

District Reports

Callaway County Library District:

Tonya Hays-Martin shared that the Callaway County Library District Board of Trustees met on October 28 to discuss the closing hours at CCPL. The library had been closing at 8 pm on Tuesday nights with little to no foot traffic or checkouts as well as low attendance in programming during the last two hours. Tuesday nights were the only night the library closed at 8 PM and so, in order to match the other days and to allow for special programming on any night of the week, the Callaway County Library District Board of Trustees voted to recommend the DBRL Board of Trustees vote to approve changing the closing time of the CCPL on Tuesdays to 6pm with the expectation of additional programming on various nights throughout the week and the expectation that the board revisit after 6 months with any patron with feedback or concerns to reevaluate.

Sara Henry, the Callaway County Public Library Branch Manager, shared that the hours were set in 2021 as we expanded our hours back to where they were pre-pandemic. The thought was that by closing at 8 PM on Tuesdays, we could provide programming to patrons not available before 6 PM, however Sara shared that after three years of this trial run, the low attendance at programs and number of visitors suggest this was not a successful idea. In fact, closing the library at 6 PM every week night would actually increase the number of events they are able to do throughout the week (and on different nights) as well as increase staff numbers during the week which would allow for more outreach events.

ACTION: Miller seconded approving the recommendation from the Callaway County Library District Board of Trustees to approve changing the closing time of the CCPL on Tuesdays to 6pm with the expectation of additional programming on various nights throughout the week and the expectation that the board revisit after 6 months with any patron with feedback or concerns to reevaluate. The vote was taken by roll call: Alvis - yes; Buckler - yes; Carner - yes; Christensen - yes; Finn - yes; Fennel - yes;

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Hays-Martin - yes; Howard - yes; Miller - yes; Powell - yes; Pringle - yes; and Rodewald - yes. The motion passed by unanimous consent.

Committee Reports

Finance Committee:

Tonya Hays-Martin reported that the DBRL Finance Committee met on November 7 to review and discuss the 2025 Operating Budget and that the Committee voted to recommend the DBRL Board of Trustees approve the 2025 Operating Budget.

Margrace then opened the floor to Jim Smith to present the 2025 Operating Budget. Jim began the review of the 2025 budget by reporting on the projected revenue for 2025. Jim shared that with the increase in property taxes, returns from investments, and in grant revenue, he projects a 5.5% increase in total revenue. Jim further shared that the increase in property taxes will be approximately 3.1% and stems from growth in both districts as well as an increase in the 2024 CBCLD tax levy. Lastly, Jim shared that we will see an increase in investment interest due to a greater rate of return on our investments in 2025.

Moving forward to report on the Expenditures section, Jim shared that he projects a decrease under "Salaries and Fringe Benefits" of 6.3% from CY 2024 Budget. This decrease is caused because we will not need to budget for a \$1.5 million payment on the LAGERS unfunded liability like we did in 2024. This large decrease was, however, offset by the increase in salaries including a five (5%) percent across the board raise (as required by the union contract), adding a full-time lead position in the SBCPL branch, adding 20-hours/week for our public relations department, adding 5.25 hours per week for courier services, as well as adding a full-time security officer. The cost of this new security guard position will be partially offset as well by the decrease in professional fees as we will need less contracted officers from CPD. Margrace asked if Jim had a firm number on the average increase expected on health insurance premiums to which Jim shared that the premium costs will increase on average by 7.9% for all the health insurance plans. Moving onto the Library Materials section, Jim shared that there will be an increase due to inflation.

Jim reported that the General Operating CY 2024 budget category is projected to decrease from the CY 2024 budget mainly due to decreasing professional fees and printing. As mentioned above, Professional Fees are expected to decrease from the CY 2024 budget amount because of decreasing the budget for Columbia Police Department security officers at CPL as well as not needing to perform a community survey like we

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did in CY 2024. Printing will decrease due to an increase in in-house printing as well as a decrease in the number of printed newsletters from four to three per year. Lastly, Tuition Reimbursement increased for the program that was agreed to in the union contract, if funding is available.

Under the Building Operations and Maintenance section, Jim reported an expected decrease due to repairs completed in 2024 not needing to be done again in 2025, like repairing and the restriping of the CPL parking lot for example. Jim reported that one line worth emphasizing is "Insurance, Building & Workers' Compensation" which will see a sizable increase in 2025 due to climate change (storms, flooding, etc) as well as the recent fire at CPL.

Moving on to the Capital Outlay section, Jim reported a projected increase from the CY 2024 budget due to the cost of the capital items requested including the ongoing replacement of and new pieces of furniture and equipment as well as one time purchases including the new HVAC for CCPL and the grant match for the EV charging stations. These purchases will however, be offset from contributions from the DBRL Foundation including \$60,000 from the Foundation's Keckeley Endowment Fund to support purchasing the new HVAC system for CCPL as well as \$54,000 from the Virginia Young Memorial Fund to support the grant match for the City of Columbia EV charging station grant. After considering the revenue and expenditure projections, Jim estimated a decrease to the fund balance of \$751,041, leaving it at an estimated \$13,203,054 by December 31, 2025. This decrease will be covered by the funds saved in fund balance to cover the replacement of capital items.

Pat Powell shared that when she joined the board, there were no savings and several board members advocated to save this money for emergencies like these. Pat shared that it was not an easy feat to get these funds and that we should appreciate having them for things like this.

ACTION: Rodewald seconded approving the recommendation from the DBRL Finance Committee to approve the 2025 Operating Budget. The vote was taken by roll call: Alvis - yes; Buckler - yes; Carner - yes; Christensen - yes; Finn - yes; Fennel - yes; Hays-Martin - yes; Howard - yes; Miller - yes; Powell - yes; Pringle - yes; and Rodewald - yes. The motion passed by unanimous consent.

Service Spotlight: Staff Day Review with Veronica Everly

Margrace welcomed Veronica Everly, Staff Training Specialist and HR Generalist, to present on Staff Day which took place on October 14. Veronica shared that this was her

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second year planning Staff day and that this was the very first year that we had decorations which are still hung in the lobby for everyone's enjoyment.

Veronica shared that we took a new approach to Staff Day this year placing an emphasis on our strategic goal of fostering a people-first workplace culture by focusing on fostering connection, showing appreciation, and letting staff relax and have fun. Veronica shared that she is currently completing her Master's Degree in Industrial Organizational Psychology and that the research she is focusing on is about building positive and psychologically safe cultures. She further shared that research shows that when you have a lot of change or a lot of turnover, one of the best things you can do is actually establish strong social connections with your staff which, in turn, will lead to increased job satisfaction, less turnover, and a healthier work environment.

Another focus that Veronica had while planning was on being intentional about even the small details that hadn't been focused on in the past. For example, she ensured there were tables for staff to sit together during lunch whereas in the past, everyone just spread out or went to their desks. She also kept the tech needs and table arrangements simple so that the IT and Buildings and Grounds staff members were actually able to attend sessions rather than setting up for sessions all day.

Veronica was happy to report that we saw a 70% decrease in the negative responses, 35% reduction in neutral responses, and a 14% increase in positive comments compared to the responses from the post-Staff Day survey last year. Veronica shared that we also had a staff bonding event at Logboat after staff day which was optional to attend. This event saw over 80 people in attendance, including family members and a few pets. Lastly, Veronica shared that we are looking at planning some events in the future (hopefully this spring), like a family day which she hopes the board will attend.

New Business

December 12, 2024 Board Meeting:

Margrace shared that, while it has not been followed in previous years for various reasons, it is tradition for the board to cancel the December board meeting.

ACTION: Hays-Martin moved and Rodewald seconded approving the cancellation of the board meeting of December 14, 2024. The vote was taken by roll call: Alvis - yes; Buckler - yes; Carner - yes; Christensen - yes; Finn - yes; Fennel - yes; Hays-Martin - yes; Howard - yes; Miller - yes; Powell - yes; Pringle - yes; and Rodewald - yes. The motion passed by unanimous consent.

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Other Business

Staff Announcements

Lauren Williams shared that the One Read website is open for nominations.

Carolyn Cain thanked Angela for coming to her rescue after she was locked inside a parking garage while fueling up one of the outreach vehicles.

Board Comments/Announcements

Tonya Hays-Martin thanked Emily Camden for pulling together promotional supplies for her to bring to her students.

Tonya also shared that she and her granddaughter, Avery, went to CCPL and Avery was thrilled to see the new kitchen set.

Cori Miller shared that the Friends of the Callaway County Public Library will be having a sale over the weekend.

Margrace shared that she and Helen Washburn, Foundation board president, had lunch over the weekend and spoke about having more collaboration between the two boards. Margrace suggested that the boards possibly invite each other to their board meetings for a presentation regarding future goals.

Closed Session Concerning Matters of Personnel as Authorized Under RSMo 610.021(3)

ACTION: Carner moved and Miller seconded entering the Closed Session Concerning Matters of Personnel as Authorized Under RSMo 610.021(3). The vote was taken by roll call: Alvis - yes; Buckler - yes; Carner - yes; Christensen - yes; Finn - yes; Fennel - yes; Hays-Martin - yes; Howard - yes; Miller - yes; Powell - yes; Pringle - yes; and Rodewald - yes. The motion passed by unanimous consent.

Open session resumed at 7:28 p.m.

Buckler announced that during the closed session, the board voted unanimously to approve the final contract between the DBRL Board of Trustees and Robin Westphal regarding the Executive Director position.

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Adjournment

Hearing no further business, Margrace Buckler adjourned the meeting at 7:35 p.m.

Minutes recorded by Emily Camden.

Jennifer Rodewald, Board Secretary