

**Draft of Minutes for Board of Trustees Meeting, September 15, 2005
Minutes of Meeting, August 18, 2005**

1. Call to Order

The Trails Regional Library Board of Trustees met on August 18, 2005 beginning at 7:30 p.m. in the Warrensburg Branch. President, Diane Dunford, called the meeting to order.

2. Roll Call

Board members attending: Diane Dunford, Gail Nelson, Marilyn Maun, Dr. Foley, Steve Bohall, Joe Blackburn, Barb Krause, Peggy Gilmore and Scotty Walker. Carolyn Corson was unable to attend. Staff attending: Karen Hicklin, Director, and Alicia Morgan, Assistant Director.

3. Minutes of Meeting-July 21, 2005

The Minutes of the July 21, 2005 meeting were approved as read.

4. Reports:

a. Receipts/Income Report Balance Sheet, July 31, 2005

The Board reviewed the Receipts/Income Report Balance Sheet as of July 31, 2005 and dated August 18, 2005.

b. Monthly Expenditure Report

The Board reviewed the Monthly Expenditure Report dated August 18, 2005.

c. Claims and Accounts, August 2005

The Board examined the Claims and Accounts dated August 18, 2005. Dr. Foley made a motion to approve the Claims and Accounts including an addition requesting approval to make an interim payment to Cherokee Construction. Gail Nelson seconded the motion and the motion was approved.

d. Circulation Report

The Board reviewed the Statistical Report for July 2005 and dated August 18, 2005.

5. Unfinished Business:

a. Conflict of Interest Policy (Financial Interest Statement): Last month Karen Hicklin distributed a copy of a proposed policy to the Board members. The library must adopt a resolution by September 15th. In addition, this resolution must be re-adopted every two years. Dr. Foley made a motion to make a resolution authorizing the adoption of the Conflict of Interest Policy. Barb Krause seconded the motion and the motion was approved.

6. New Business:

a. Levy rate for 2005: The State Auditor has currently suggested a levy rate of .2669. Dr. Foley made a motion for a resolution to set the tax rate for Trails Regional Library District at 0.2669 or the tax rate allowed under the existing tax rate ceiling as well as under rate revisions required by Section 137.073.3 or 137.115, (depending on year) and Article X, Section 22 of the Missouri Constitution and below the \$0.3000 authorized by Trails Regional Library district voters. The final tax rate will be set at the rate listed above or upon receipt, of the certified verification of allowable rate, and will be the lower of the two rates. Steve Bohall seconded the motion and the motion was approved.

b. Approval of 2005/06 Budget: Karen Hicklin distributed a narrative of the budget to

the Board members. She enclosed a 2 page copy of the revised budget with the information packets that were mailed out to members. Karen Hicklin reviewed some changes that she had made to the proposed budget. Discussion was held about clarifying that insurance includes building coverage. Marilyn Maun made a motion to approve the 2005/06 budget. Barb Krause seconded the motion and the motion was approved.

c. Interim payment to Cherokee Construction: Karen Hicklin reported that in order to bring the payment schedule back to its proper timetable, an interim payment would need to be approved. In the future, one monthly payment will be reviewed and submitted for approval in time for the September, October and November meetings. This payment was approved as part of Claims and Accounts in a motion under Reports (c).

d. Parking Lot: Karen Hicklin reported that two bids for paving the parking lot with concrete had been submitted. Bob Steinkuehler (Building Project Manager) reported on the two bids and gave a recommendation to the Board. Barb Krause made a motion that the Library Board accept the parking lot bid submitted by Cherokee Construction. Joe Blackburn seconded the motion and the motion was approved. Bob Steinkuehler gave a report on current construction activity at the building. The Board members thanked Bob for all the time and effort that he has put into helping the library with this project.

e. Drug-Free Workplace Policy: Karen Hicklin reported that in order to receive funding

from the Federal government, the library must have a drug-free workplace policy. Dr. Foley made a motion to approve the drug-free workplace policy pending review by the library's attorney. Gail Nelson seconded the motion and the motion was approved.

f. Disposal of the bookmobile: Karen Hicklin reported that a car wholesaler looked at the bookmobile and will offer \$300 for it. The Board decided to place some small ads to get more bids on the bookmobile before making a decision.

7. Other Business:

a. Building

i. Brochure Design-The consensus of the Board was that the brochure design would work very well.

ii. Ratify August 10th payment to Cherokee Construction-Barb Krause made a motion to ratify the August 10th payment to Cherokee Construction. Approval for that payment was made by a previous phone poll of the Board. Marilyn

Maun seconded the motion and the motion was approved.

iii. Naming the building and/or rooms-The consensus of the Board was to not name the building and/or rooms but to acknowledge donors with plaques or appropriate signage.

iv. Moving property not that of Trails Regional Library-The consensus of the Board was that we will not move or house property not belonging to Trails Regional Library. A policy needs to be created to address this. The Board would like Karen Hicklin to communicate this to any groups that are impacted by the decision.

v. Using reserve funds or borrowing (resolution required)-The consensus of the Board was that we will use reserve funds as needed and not borrow at this time so a resolution was not needed.

vi. Building Committee-A building committee was formed to make quick decisions on matters regarding the new building. Scotty Walker and Dr. Foley

volunteered to be on the committee. The Board members would also like Carolyn Corson to be on the committee if possible. Bob Steinkuehler (Project Manager) would serve as an ex-officio member.

- b. Van:** Karen Hicklin reported that the van has a coolant leak and repairs are estimated at around \$200.00. Discussion was held about how long we should continue with repairs before a new van is purchased. The consensus of the Board was to have the repairs done on the van that are estimated at around \$200.00 and continue to repair it until we have major problems. We might look into purchasing a new van by the 1st of the year.
- c. Distribution of Sunshine Law Booklet-**Karen Hicklin distributed the Sunshine Law booklet to all of the Board members.

8. Director's Report:

- a. Legislative information-**Karen Hicklin passed around some information on legislation impacting libraries and told the Board members that we would make copies for them if needed.
- b. Pampered Chef-**Karen told the Board members about a Pampered Chef fund-raiser with a portion of the proceeds going to the library.
- c. Collection Development-**Karen reported that we are working with the Sheltered Workshop to recycle some of our items. We are weeding aggressively and cleaning to get ready for the move. We will be making some changes to our collection development philosophy to try to become more patron driven.
- d. Public Relations-**Karen reported that she and Anita did a radio interview for KOKO and Karen did an interview with Digitalburg.com.
- e. Staff Activities-**Karen reported that she has been having weekly staff meetings.
- f. Computer Services-**Karen reported that Anita got a technology audit from Morenet to test our computer network. She also reported that we will run an advertisement for an Information Technology Technician next week. We will receive several new computers from a Gates grant.

9. Assistant Director's Report:

- a. Personnel-**Alicia Morgan reported that we have hired Amy Thompson to be the new shelver for the Warrensburg Branch. Amy was formerly a shelver at CMSU and State Fair Community College. Amy has been a patron of Trails for some time.
- b. Upcoming Conferences-**Alicia reported the dates and locations for the upcoming Missouri Library Association Conference and Lagers Conference.

10. Adjournment-The meeting was adjourned by President, Diane Dunford, at 9:30 p.m. The next regular meeting will be at 7:30 p.m. on September 15, 2005 at the Warrensburg Branch.

Respectfully submitted,

Alicia Morgan, Secretary