

**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: 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 . made a motion to approve the Claims and Accounts. 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. Actual and Estimated Income for 2004/05 FY & 2005/06FY

The Board reviewed the Actual and Estimated Income for 2004/05 FY & 2005/06 FY and dated July 21, 2005.

6. Monthly Expenditure Report

The Board reviewed the Monthly Expenditure Report dated July 21, 2005.

7. Claims and Accounts, July 2005

The Board examined the Claims and Accounts dated July 21, 2005. Karen reviewed some expenditures with the Board including the new tires for the van, a surcharge for gasoline from KCMLIN and payments for Susan's vacation and sick leave. Barb Krause made a motion to approve the Claims and Accounts. Carolyn Corson seconded the motion and the motion was approved.

8. Circulation Report

The Board reviewed the Statistical Report for June 2005 and dated July 21, 2005.

9. Director's Report

A. Gifts and Endowment Final Report for 2004-05 FY

Administration

Karen reported that she is thrilled to finally be here and thanked the Board again for giving her the opportunity to be part of a great organization. Karen stated that the staff, Board members and patrons of Trails Regional Library have warmly welcomed her. Everyone has been especially cooperative and helpful, which has made the transition go smoothly. Susan has spent numerous hours with Karen, answering questions, reviewing financial information and helping her get settled.

Karen reported that during her first two weeks, she responded to a subpoena sent to Trails Regional Library to obtain records of a patron. Trails was only able to provide the name and address of the patron because he did not currently have any items checked out.

Karen has met individually with many of the coordinators and will complete the “get acquainted” interviews next week. We will then begin meeting and planning for the move of the headquarters and the Warrensburg Branch with an immediate goal of developing a list of furniture and equipment needed for the branch library.

Karen attended the Warrensburg Friends meeting and the Foundation Board meeting. A reception is being planned for her on August 9th from 4 to 6 p.m., which will provide the library with a great opportunity to publicize the progress being made on the building. The Foundation Board meeting included a presentation by Rich Lawson on policies that should be developed. A subcommittee was formed to draft a mission statement and investment policies for review by the Board. After we develop a long-range plan and a needs analysis, the Foundation Board will likely incorporate that into their policies.

Budget and Finance

Karen reported that the documentation to begin the determination of the levy has been received from both counties and she is awaiting the pro forma documents from the state auditor.

Collection, Programs and Services

Karen has discussed the bookmobile service and possible alternatives with Karen Churn (former bookmobile librarian).

Equipment and Facilities

Karen reported that Cherokee Construction received the authorization to proceed on July 7th. Currently, the crew is removing the existing ramp and sheet rock should begin going up. If the work goes as scheduled, it should be complete by early November.

Cherokee submitted a bid for the concrete work. Bob Steinkuehler contacted Hilty Quarries about the bid they gave earlier in the year and they do not feel they can do the work for nearly a year. Bob has contacted another company for a bid.

Additions to the Director’s Report

1. Trails has nearly 1000 16mm films that it no longer uses. Staff have been contacting some companies to find a source to purchase the films. Although we have received some positive responses, none are willing to pay for the films or even the shipping. There are some local people that would like some of the films and we will try to work with them if

we are not able to dispose of all the films as a lot.

2. Artful Askers are conducting a fundraiser's workshop on August 5 (Friday). The Board directed Karen Hicklin to attend.
3. Karen reported to the Board that a new law was passed by the MO General Assembly requiring board members of consolidated library districts to reside within the district.
4. The Friends of the Library will be having a reception to introduce Karen Hicklin to the public on August 9 from 4-6 p.m. The Board asked Karen to determine the feasibility of having the reception at the new building.
5. Trails will host the Breakfast on Main Street on Sept. 13 at 8 a.m. at the new building.
6. Karen Hicklin applied for an LSTA grant for Learning Express, which provides online tests for GED, SAT, ACT, civil service and many other types of exams.
7. Trails Regional Library received notice that the application for the Gates Foundation Grant was approved. This will enable us to purchase 15 new public computers for the system.

10. Other Business

A. Set date for public hearing to set levy-August 18, 2005: Dr. Foley made a motion to set the date for the public hearing to set the levy on August 18, 2005. Scotty Walker seconded the motion and the motion was approved.

B. Bookmobile: Barb Krause made a motion to discontinue the bookmobile service and explore other alternatives to service the areas previously served by the bookmobile. Dr. Foley seconded the motion and the motion was approved. Karen Hicklin and Karen Churn are developing alternatives which may provide similar service to the same areas and those alternatives will be reviewed by the Board at a future meeting. The old bookmobile will be sold if possible.

C. Sunshine Law: Carolyn Corson made a motion to approve a resolution regarding the Sunshine Law, appointing the Secretary/Bookkeeper of Trails Regional Library as the custodian of records. Barb Krause seconded the motion and the motion was approved.

D. Financial Interest Statement: The Board reviewed a resolution regarding a Financial Interest Statement required by the Missouri Ethics Commission. It will be reconsidered at the August meeting.

E. Carpet for new building: Dr. Foley made a motion to carpet the work areas except for where the main stacks will be and to have a good sealant put on the concrete in the main stack area. Carolyn Corson seconded the motion and the motion was approved. This will eliminate approximately 1000 square yards of carpeting. All staff areas, reading, study and story rooms will be carpeted.

F. Borrowing Funds: Dr. Foley asked the group to consider borrowing money from ourselves (building and reserve fund) instead of borrowing from an outside source. He is interested in staff researching to find out how our money is committed and how accessible it is.

G. Investment of Funds: The Board discussed the need to obtain professional advice regarding the investment of library and endowment funds. This will occur at a future meeting.

H. Endowment Funds: The Board considered contacting relatives of some of the named endowment funds for Warrensburg to obtain permission to use those funds on the new building. No decision was reached about whether or when this should be done.

I. New building: The Board directed Karen Hicklin to contact the owner of the building next to the Regional Building in Warrensburg to determine if they have an interest in selling the property.

J. Community Involvement: KMOS will hold its fundraiser/telethon August 3-14. On one evening, Board members, staff, and Friends of the Library will volunteer to answer phones. This will give us an opportunity to talk about the library, our services and the new building. A date will be selected very soon.

11. And such other business that may come before the Board: There was no other business.

12. Adjournment-The meeting was adjourned by President, Diane Dunford, at 9:00 p.m. The next regular meeting will be at 7:30 p.m. on August 18, 2005 at the Warrensburg Branch.

Respectfully submitted,

Alicia Morgan, Secretary