

Draft of Minutes for Board of Trustees Meeting, February 16, 2006
Minutes of Meeting, January 19, 2005

1. Call to Order

The Trails Regional Library Board of Trustees met on January 19, 2006 beginning at 7:30 p.m. in the Warrensburg Branch. President, Diane Dunford, called the meeting to order.

2. Roll Call

Board members attending: Steve Bohall, Carolyn Corson, Marilyn Maun, Diane Dunford, Scotty Walker, Barb Krause, Bill Foley, Peggy Gilmore, Gail Nelson and Joe Blackburn. Staff attending: Karen Hicklin, Director, Bill Thoms, Systems Administrator for Trails and Alicia Morgan, Assistant Director.

3. Minutes of Meeting-November 17, 2005

The Minutes of the November 17, 2005 meeting were approved as read.

4. Reports

A. Receipts/Income Report

The Board reviewed the Receipts/Income Report as of December 31, 2005 and dated January 19, 2006. Dr. Foley requested a precise accounting of the expenses associated with the new Warrensburg Branch/Administrative Offices building. Karen said that some is reflected in Expenses Development and Reserves but a summary will be forthcoming.

B. Monthly Expenditure Report

The Board reviewed the Monthly Expenditure Report dated January 19, 2006. The Gifts and Endowments information was enclosed in the Board packet. Karen reported that we have one more payment to make to Cherokee Construction of about \$16,000. The Board reviewed the information on the Gifts and Endowments.

C. Claims and Accounts, January 19, 2006

The Board examined the Claims and Accounts dated January 19, 2006. Carolyn Corson made a motion to approve the Claims and Accounts. Steve Bohall seconded the motion and the motion was approved.

D. Circulation Report

i. Monthly Circulation:

Karen reported that changes have been made to the circulation report to reflect the way that the LISTEN system generates statistics. This will allow us to take better advantage of what LISTEN can do for us. The Board reviewed the circulation statistics.

5. Unfinished Business

A. Plaques: Karen reported that she is working on ordering the permanent plaques for the donors. Temporary plaques are currently in place.

B. Moving: The Board expressed appreciation to Mr. Steinkuehler, Karen and all the staff members for working so hard on moving the Warrensburg Branch and Administrative Offices. Bill Thoms also mentioned the volunteers who assisted us, especially the personnel from the Air Force Base who moved all of our furniture.

C. Foundation Mailing: Karen reported that the fund-raising letters from the Foundation to raise money for the furnishings had been sent out. So far we have received approximately \$71,000 in donations for the furnishings because of the mailing campaign.

6. New Business:

A. Surplus Property: Karen reported that the Branch Librarians from several of the branches had visited the former Warrensburg Branch/Administrative Offices building to see if any of the remaining equipment or furniture would be suitable for their branches. Most of the items that would have been declared surplus property have been taken for use at the branches. The few remaining items are not worth selling. Karen reported that we are planning to take down the nicer shelving next week and store it in Odessa for use in future branch building projects.

B. Facilities policies-Skateboarding: Karen reported that she has concerns about skateboarders using the parking lot at the Warrensburg branch. Some damage has already been caused to the building, especially the concrete. A proposed policy for Board consideration was included in the Board packet. If the Board passed a resolution and posted a sign stating that skateboarding on library property is prohibited, the city policy would monitor the lot and ask skateboarders to leave. Dr. Foley made a motion to approve the

7. Other Business:

A. Telephone system and running cable for new building: Karen reported that Bill Thoms did an excellent job getting the telephone bids comparable to each other. We selected, ATD, the lowest bidder for the type of system we wanted. Bill has also been working very hard on getting bids for running telephone and data cable through the building. Bill reported that he has received three bids. He wants to check the lowest bid to make sure that it includes everything that is needed. The bids are for using conduit in the public areas of the building. Dr. Foley made a motion to authorize Bill Thoms to spend up to \$25,000 for the telephone and data cabling for the new building. Marilyn Maun seconded the motion and the motion passed.

B. Fund-Raising: Karen reported that a fund-raising meeting was held. Several people have agreed to help us by contacting some potential donors. They are using the brochures

and notebooks as selling tools. They were also given talking points and informed about the Katrina Relief Act that will allow donors to take full advantage of any tax deductions. Adrian and Margaret Harmon gave the library \$20,000 to kick off the fund-raising campaign for the furnishings. Karen reported that since then we have received some more funds for a total so far of \$40,950 for the furnishings. We are attempting to raise \$150,000 for the new furnishings. Karen suggested the possibility of sending out a mailing to all of the households in the 64093 area as the second level of our fund-raising effort. Dr. Foley stated that Karen and the staff have done a wonderful job on the brochures and the notebooks. He has received many positive comments on the building project. Carolyn Corson made a motion to approve doing a mailing as part of the fund-raising campaign. Dr. Foley seconded the motion and the motion was approved. Carolyn also suggested that we do other publicity through the newspapers and radio.

C. Moving: Dr. Foley asked about the plans for moving the books and other materials. Karen stated that Jean Millen, Reference Librarian, had suggested contacting the Base to see if we might get some assistance with moving. Bill Thoms also suggested contacting the local National Guard. Karen will follow up on the suggestions. Some

discussion was held about the Grand Opening and having a special event for the donors.
D. Video Conferencing: Dr. Foley asked about the possibilities for video conferencing in the new Warrensburg building. Karen stated that there are grants available for the equipment. Bill Thoms suggested that we could look into a portable unit on a cart. Karen said that we will investigate the possibilities after we move.

8. Director's Report:

Written Report: The Board members reviewed the written Director's Report.

9. Assistant Director's Report:

Written Report: The Board members reviewed the written Assistant Director's Report. Alicia also reported that we hired a new Lexington shelver. Her name is Tabitha Reed and she will start training on Monday. She was formerly a shelver and library assistant at the library in Jefferson City. Alicia also reported that the Lexington Branch and Holden Branch received their "new" used microfilm reader printers and the staff and patrons are very happy.

10. Adjournment-The meeting was adjourned by President, Diane Dunford, at 8:25 p.m. The next regular meeting will be at 7:30 p.m. on January 19, 2005 at the Warrensburg Branch.

Respectfully submitted,

Alicia Morgan, Secretary