

Draft of Minutes for Board of Trustees Meeting, November 17, 2005
Minutes of Meeting, October 20, 2005

1. Call to Order

The Trails Regional Library Board of Trustees met on October 20, 2005 beginning at 7:35 p.m. in the Warrensburg Branch. Vice President, Steve Bohall, called the meeting to order.

2. Roll Call

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

3. Minutes of Meeting-September 15, 2005

The Minutes of the September 15, 2005 meeting were approved as read.

4. Reports

A. Receipts/Income Report

The Board reviewed the Receipts/Income Report as of September 30, 2005 and dated October 20, 2005.

B. Monthly Expenditure Report

The Board reviewed the Monthly Expenditure Report dated October 20, 2005.

C. Claims and Accounts, October 2005

i. Cherokee Construction: Karen reported that the October invoice from Cherokee Construction had to first be reviewed by George Esser and was not available until the meeting.

ii. Ratify the bid for drainage (enclosed): Karen reported that Cherokee Construction submitted an estimate of \$8,306.72 for the excavation and installation of drainage pipes along the west wall of the Warrensburg building. The bid was reviewed by George Esser and the Building Committee approved it. The decision of the committee should be ratified by the Board.

The Board examined the Claims and Accounts dated October 20, 2005. Dr. Foley made a motion to approve the Claims and Accounts including the invoice from Cherokee Construction and the bid for drainage. Marilyn Maun seconded the motion and the motion was approved.

D. Circulation Report

i. Monthly Circulation: Karen reported that circulation continues to increase when the same 3 month period is compared year to year. This supports our belief that weeding the collection makes the newer or more important items stand out.

The Board reviewed the Statistical Report for September 2005 and dated October 20, 2005.

5. Unfinished Business

A. Drug-Free Workplace Policy: Karen reported that Kim Null (library's attorney) has reviewed the revisions that Alicia proposed and now feels the policy is appropriate and should be presented to the Board for approval. Barb Krause made a motion to approve the Drug-Free Workplace Policy. Scotty Walker seconded the motion and the motion was approved.

6. New Business:

A. Gifts and Endowments quarterly report: Karen reported that the report covers the G & E Money Market Account. The Board accepted the report.

B. Odessa Building repairs: Karen reported that Fran Rushing has asked that the Board consider retrofitting the existing light fixtures and Regal Electric has provided an estimate. Karen also stated that this may or may not be practical depending on the estimated time before remodeling may begin on the building. The consensus of the Board was to wait on this matter until decisions can be made regarding the overall remodeling project at the Branch.

C. Warrensburg Building:

i. Telephone system: Karen reported that Anita, Bill and Alicia have been reviewing proposals and options from several phone companies. Bill Thoms, Systems Administrator for Trails, gave a report on the research conducted so far. The committee has heard proposals from five different telephone vendors. Some vendors offered the same phone system. Bill reported that the committee has narrowed the choices to two vendors. Some discussion was held about leasing versus purchasing. The Board authorized Bill and Anita to negotiate with the two final choices to get the best possible price. The Board felt that the prices presented were all reasonable and in line with the lease price we pay for our current system.

ii. Cable installation: Karen reported that cable installation is being discussed concurrently with the telephone system. Some phone companies want to do the installation as well. Karen will probably be taking this issue to the building committee for a decision when the research has been completed.

iii. Painting duct work: Karen reported that Cherokee Construction did not include painting of the ceiling or duct work in their bid. However, the silver duct work is unsightly and should be painted. Barb Krause made a motion to allow for painting of the duct work. Gail Nelson seconded the motion and the motion was approved.

D. Lexington Equipment:

i. Microfilm Reader/Printer: Karen reported that the existing machine is quite old and can no longer be serviced. Staff must send toner cartridges to be refilled because new ones can no longer be purchased. Omega Business Supplies is offering a used reader/printer for \$3,400 and a \$200 trade-in for the old machine. Dr. Foley made a motion to approve purchase of the used reader/printer from Omega Business Supplies for Lexington. Barb Krause seconded the motion and the motion was approved.

E. Waverly Parking Lot: Karen reported that the City of Waverly wants to pave their parking lot that is adjacent to the library and would like to know if the Board would allow them to pave the library's lot. Barb Krause made a motion to allow the City of Waverly to pave the parking lot of the Waverly Branch library. Joe Blackburn seconded the motion and the motion was approved.

F. IRS Mileage: Karen reported that the IRS mileage reimbursement rate rose to 48.5 cents per mile, retroactive to September and may be increased at the employers' option. Library policy states that Board members and staff are reimbursed at the IRS rate. The

Board agreed that we need to abide by the policy and change to the rate of 48.5 cents from now on but not retroactive to September.

G. Insured value of the collection: Karen reported that currently the materials collection is insured at a rate significantly below their value. Many libraries insure the collection below its replacement value. Discussion was held about options for insuring the collection. The consensus of the Board was to try to keep the premium the same but shift values between the collection and the equipment (which is probably over insured).

7. Other Business:

A. Warrensburg Building

i. Moving the collection and furnishings: Karen reported that she is trying to obtain confirmation of our ability to use volunteers for part of the move. Some concern has been expressed about using volunteers because they would not be covered by our workers compensation.

ii. Fundraising campaign: Karen reported that she and Dr. Foley spent time with some important community leaders, discussing the best approach to raising funds for the furnishings. It was agreed to use the Guess Who's Coming to Dinner event as an excellent opportunity to announce the upcoming campaign and solicit volunteers to contact donors.

iii. Shelving and Furnishings: Karen reported that the shelving has been ordered and should arrive around Thanksgiving. Most, but not all, of the furniture has been selected and that should be complete by the end of the month.

8. Director's Report:

Written Report: The Board members reviewed the written Director's Report. Karen also gave a verbal report on the following items:

9. Assistant Director's Report:

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

10. Adjournment-The meeting was adjourned by Vice President, Steve Bohall, at p.m. The next regular meeting will be at 7:30 p.m. on November 17, 2005 at the Warrensburg Branch.

Respectfully submitted,

Alicia Morgan, Secretary