

Draft of Minutes for Board of Trustees Meeting, October 20, 2005
Minutes of Meeting, September 15, 2005

1. Call to Order

The Trails Regional Library Board of Trustees met on September 15, 2005 beginning at 7:35 p.m. in the Warrensburg Branch. President, Diane Dunford, called the meeting to order.

2. Roll Call

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

3. Minutes of Meeting-August 18, 2005

The Minutes of the August 18, 2005 meeting were approved as read.

4. Reports

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

The Board reviewed the corrected Receipts/Income Report Balance Sheets that were corrected September 14, 2005 as per the audit.

b. Monthly Expenditure Report

The Board reviewed the Monthly Expenditure Report dated September 15, 2005.

c. Claims and Accounts, September 2005

The Board examined the Claims and Accounts dated September 15, 2005. Carolyn Corson made a motion to approve the Claims and Accounts including the application for payment from Cherokee Construction. Barb Krause seconded the motion and the motion was approved.

d. Circulation Report

The Board reviewed the Statistical Report for August 2005 and dated September 15, 2005. Karen Hicklin noted that circulation has increased in most of the branches.

5. Comments from the public

There were no comments from the public.

6. Unfinished Business

a. Drug-Free Workplace Policy

Karen reported that Kim Null, the library's attorney, has reviewed the policy approved by the Board last month. He recommends adding alcohol and controlled substances to the list of prohibited items. Alicia made appropriate changes and it has been sent back to him for further review.

7. New Business:

a. Bids for Bookmobile

Barb Krause made a motion that the library sell the generator in the bookmobile and the bookmobile separately. Carolyn Corson seconded the motion and the motion was approved.

b. Review of Audit

Carolyn Corson made a motion to accept the annual audit. Steve Bohall seconded the motion and the motion was approved.

c. Insurance Renewal

Karen reported that the insurance policy for the library renews on October 26th. She requested that given the distractions of completing the Warrensburg building, we renew the policy without requesting bids. Next year she will have more time to develop appropriate specifications and respond to the inquiries from interested agents. The Board was in consensus regarding automatic renewal of the insurance for this year and putting out bids next year.

e. Gifts and Endowment Funds

Karen Hicklin reviewed discussion and decisions made by the Foundation Board regarding named endowments. The Foundation Board is interested in receiving permission from the Library Board to contact family members of some of the endowments to see if those accounts could be transferred to the Foundation for management. Karen checked with the library's attorney regarding this possibility and he said it would be acceptable if the family members were in agreement. Some discussion took place about ways to recognize and honor donors. Joe Blackburn made a motion to approach family members about transferring some of the funds to the Foundation. Barb Krause seconded the motion and the motion was approved.

f. Uniforms for staff

Karen Hicklin proposed some possibilities for staff uniforms (polo shirts, vests, smocks) that would make identification of staff members easier for patrons and would also promote consistency throughout the system. The Board consensus was that they are very interested in the staff researching ways to do this. Some questions involved the costs and the best methods. Staff will research name badges and different types of clothing that would promote easy identification and a strong consistent library image among the branch staff.

8. Other Business:

a. Warrensburg Building

i. Estimate for additional HVAC units: Karen reported that additional air conditioning is needed in the Electrical Room to cool computer equipment and additional heating is needed in the Meeting Room of the new Warrensburg building. Copies of the estimate were received by the library and required review by the Board. Carolyn Corson made a motion to approve the additional heating and cooling units as per the bid by Cherokee Construction. Barb Krause seconded the motion and the motion was approved.

ii. Cabling: Karen reported that she received a bid from All-Pro Electrical, a local contractor, to run telephone and network cable. She was supposed to have been sent another bid from Inter-Tel, but has not received it yet. When more bids are received, Karen will work with the Board building committee on making a decision.

iii. Telephone system: Some discussion was held about leasing or purchasing a telephone system. The Board would like Karen to find out the costs associated with both options so that they can compare the two to make a decision. Karen also reported that she has been contacted by a consultant who can evaluate our needs and help determine a

suitable system. The Board consensus was that a consultant would not be required.

iv. Moving the collection and furnishings: Karen asked the Board if we should use volunteers, paid movers or a combination of both to move the Warrensburg Branch and Headquarters. The Board consensus was for Karen to research the costs of using professional movers while considering ways to involve volunteers in the moving process.

v. Brochure design: Karen developed a preliminary version of a brochure to be used for fund raising. The brochure was passed around to all of the members. Karen explained her ideas for a multi-tier approach to fund raising.

vi. Shelving and Furnishings: Karen reported that she would like to focus the library's fund raising efforts on purchasing shelving and furnishings for the public areas of the new building. The donations will not arrive before the items need to be ordered. Library funds would need to be used to pay for the items and donations could be used to replace those funds. Karen also suggested the possibility of purchasing furnishings from local furniture stores rather than from companies that manufacture commercial items designed for public use. Scotty Walker made a motion to approve purchasing new shelving and furnishings for the new building. Barb Krause seconded the motion and the motion was approved.

vii. Recognition of major donors to Warrensburg Building Fund: The Board discussed appropriate means of recognition for donors of furnishings and whether or not to name rooms after individuals if a donor would like to contribute all the funds for one particular area.

9. Director's Report:

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

1. A letter was sent to Ron Doyle regarding the items in the Odessa building. He was asked to remove everything no later than September 9th, which he did. There were some things that he did not take, which appeared to be trash and they were discarded.
2. Laurie Yates, a student at the University of Missouri - Columbia has asked to do her practicum at Trails Regional Library. She has been spending time with Jean Millen, helping with Reference and ILL. She will also help develop a new design for our webpage.
3. The Mornings on Main Street met at the new building on September 13th.
4. Interviews for the ITT position were held this week and Bill Thoms was selected to fill the position. He will begin October 3rd.
5. Karen Churn was interviewed by the newspaper about the end of the bookmobile.
6. Karen plans to subscribe to HeritageQuest, which will provide online genealogy research materials to all the branches. While it will initially be available only at library computers, as soon as we can provide an authenticating server, it will be available for at-home use.

7. Currently, 160 guests have responded favorably to the invitations to Guess Who's Coming to Dinner. In addition, several others who could not attend have sent a donation. One family is hosting dinner for 100.

8. Carl Huckabee has offered \$300 for the generator in the bookmobile. He does not want the bookmobile.

9. Karen will be doing a presentation for the CLIMB students.

10. Karen will attend a Human Resources Management workshop to learn about recent changes that affect our personnel policies.

11. The MO State Library approved the grant for Learning Express, which provides test programs for college entrance, GED, graduate programs, civil service, ASVAB and others. Staff will require some training so they can help people register and use the program and Karen anticipates we will be able to promote it in early November.

12. Karen sent a letter to the parent of a young person who has repeatedly violated the library's internet policy. He will not be allowed to use library computers for a month.

10. Assistant Director's Report:

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

1. Personnel: Alicia reported that we have hired Bill Thoms as the Systems Administrator for the computer services for the library system. He has many years of experience working in technology for the school district and CMSU. He is familiar with wireless technology, e-rate, building/maintaining and repairing computers, etc.

2. Human Resources: We have prepared folders for each individual staff member with memos that explain recent changes in some of our personnel procedures.

3. Workshops: Earlene (book-keeper) and Alicia (Assistant Director) will attend a workshop on September 27th on Worker's Compensation-Changes in the Law in Clinton. Earlene and Alicia will also attend a seminar on September 28th that will cover FLSA, FMLA, and Worker's Compensation.

11. 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 October 20, 2005 at the Warrensburg Branch.

Respectfully submitted,

Alicia Morgan, Secretary