

Draft of Minutes for Board of Trustees Meeting, May 18, 2006
Minutes of Meeting, April 20, 2006

1. Call to Order

The Trails Regional Library Board of Trustees met on April 20, 2006 beginning at 7:30 p.m. in the Holden Branch. President, Diane Dunford, called the meeting to order.

2. Roll Call

Board members attending: Steve Bohall, Diane Dunford, Scotty Walker, Peggy Gilmore, Gail Nelson, Joe Blackburn, Marilyn Maun and Barb Krause. Dr. Foley and Carolyn Corson were unable to attend the meeting. Staff attending: Karen Hicklin, Director, Jeannae Dickerson, Holden Branch Librarian and Alicia Morgan, Assistant Director of HR and Programming.

3. Public Comments: There were no visitors and no public comments.

4. Minutes of Meeting-March 16, 2006

The Minutes of the March 16, 2006 meeting were approved with the change of the date for the Grand Opening Event from March 27, 2006 to February 27, 2006.

5. Reports

A. Receipts/Income Report

The Board reviewed the Receipts/Income Report as of March 31, 2006 and dated April 20, 2006.

B. Monthly Expenditure Report

The Board reviewed the Monthly Expenditure Report dated April 20, 2006.

C. Claims and Accounts, March 16, 2006

The Board examined the Claims and Accounts dated April 20, 2006. Scotty Walker asked what final meant after some of the bills. Karen said that she would check with our book-keeper. He also asked why two segments of bills were listed. Karen explained that some bills are paid out of our incidental account if they arrive between board meetings and can not wait for payment. Peggy Gilmore 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:

The Board examined the circulation statistics. The circulation statistics are showing an upward trend. The Concordia juvenile circulation may be down due to fewer school visits.

6. Unfinished Business

A. Concordia Branch: Karen suggested that a committee be formed of staff/Board members/community members to study scenarios to bring before the Board for discussion. She suggested that renovation of the current and new building be considered with pros and cons and the possibility of leasing a building with pros and cons. There may be other possibilities we just don't know about yet. She suggested that the committee consist of the following members: Joe Blackburn, Don Dittmer, Penelope Kuhn, Karen Hicklin, Alicia Morgan, Bill Thoms, and Debbie Kirchhoff.

7. New Business:

A. Warrensburg Branch: Karen reported that after discussing it with staff, there arose some concern about the suitability of sharing the former Children's Services area with the Story Hour Room. Loren Windmeyer looked at the former Story Hour Room and the storage room and believes that extending the HVAC into the storage room would be simple and not too costly. An opening would have to be made between the two rooms to spread the cooling/heat. Karen asked if the Board would like us to proceed by getting estimates for them to review at the May meeting. The consensus of the Board was to proceed and get the estimates. They would also like cost estimates on room dividers for the current Children's Services area and cost estimates for a wall heating/cooling unit.

B. Facilities Report (Bill Thoms): Alicia distributed copies of the facilities report written by Bill Thoms. Karen discussed the draining issues at the Warrensburg Branch that Bill outlined in his report with the Board members. Karen asked the Board how they would like us to proceed in getting the drain issues fixed. The consensus of the Board was to ask Cherokee Construction for a discounted bid. If Cherokee Construction is unable to give us a discounted bid, we should put the project out for bid to other companies. The Board would like Karen to bring the bid information to the meeting next month.

8. Other Business:

A. Staff Appreciation Event: The Board will hold a staff appreciation event on April 30th at the Johnson County Fairgrounds.

B. Possible Change to bylaws: Karen suggested changing the Board bylaws so that any officer could sign the checks or making a change authorizing the Director to use the signature stamp in absence of the Treasurer. Diane Dunford suggested checking past copies of the minutes because she and other Board Members felt that authorization for using the stamp had already been given.

9. Director's Report:

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

A. Foundation Board Meeting: Karen reported that there will be a meeting of the Foundation Board on May 11, 2006 at 7:00 p.m. in the Administrative Lobby Area. There is currently approximately \$45,000 in the Foundation account that will need to be given to Trails Regional Library to reimburse the library for the shelving.

10. Assistant Director's Reports:

Written Report: The Board members reviewed the written Assistant Director's Reports. Reports were submitted by Anita Ewing, Assistant Director of HR and Collection Development, Alicia Morgan, Assistant Director of HR and Programming, and Bill Thoms, Assistant Director of Technology and Facilities.

11. And Such Other Business that may come before the Board:

A. Evaluation of the Director: Diane suggested that the Board evaluate the Director at either the May or June Board meeting. She asked Karen to provide the Board with a list of her accomplishments so far and future goals. Barb Krause made a motion to have

a closed session to discuss personnel issues pursuant to RSMo 610.021 (3) at the May meeting. Scotty Walker seconded the motion and the motion was approved.

B. Change in Officers: Diane announced that she would be stepping down as President but will fulfill her term as a regular Board Member. She suggested that everyone start thinking about Board election in June.

C. Odessa Branch staff: Karen announced that we would be filling a position in the Odessa Branch.

D. Holden Branch lawn: Scotty requested that we hire a lawn service to work on the lawn at the Holden Branch which is not doing well. Karen asked Jeannae and Scotty to ask around locally for recommendations that we could contact.

E. Automated doors for Warrensburg Branch: Gail Nelson asked whether or not we had obtained quotes for the automated access doors for the Warrensburg Branch. Karen said that it was on Bill's list of facility things to accomplish.

12. Adjournment-The meeting was adjourned by President, Diane Dunford, at 8:45 p.m. The next regular meeting will be at 7:30 p.m. on May 18, 2006 at the Warrensburg Branch. A closed session to discuss personnel issues pursuant to RSMo 610.021 (3) will be held at 7:00 p.m. on May 18, 2006 at the Warrensburg Branch.

Respectfully submitted,

Alicia Morgan, Secretary