

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

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. Penelope Kuhn, President of the Concordia Friends, was present as a visitor.

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 Whiteman 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. Karen set up a money market account for the Foundation. The letter mailing campaign has already paid for itself.

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 police would monitor the lot and ask skateboarders to leave. Dr. Foley made a motion to approve the facilities policy on skateboarding and to post signs prohibiting it on library property. Barb Krause seconded the motion and the motion passed.

C. Warrensburg Branch-Staff Parking: Karen reported that convenient parking for staff is limited. She asked the staff to not park on Holden Street until we have a better sense of the need for public parking at the new building. The Christian Church has asked that staff not park in their lot. The Board discussed the following options:

- i. Leasing the lot belonging to the Christian Church. It would need to be paved and some means of paying for that would have to be developed.
- ii. Razing the Regional Building and paving the lot. The building has some problems with moisture seeping in along the foundation and is too moldy for long-term storage or human occupancy.
- iii. Purchasing the lot(s) West of the building. No response was ever received from the family after Karen approached them in August or September, but she has not had time to try again. Another landowner, whose property adjoins the library's, would consider selling his lot(s) which contain a metal building that appears to be sound and a large unpaved area.

Dr. Foley suggested that the staff gather some prices on the option of razing the Regional Building as we already own it.

7. Other Business:

A. Lexington Branch Restrooms: Karen reported that some repair work needs to be done to two of the toilets at the Lexington Branch.

B. Concordia Building: Karen reported that the Concordia Friends group had asked an architect to look at the building we had purchased for expansion of the Concordia Branch. The group has some concerns about the building. Architect, Rob Rollins, is willing to do a feasibility study to determine the potential for usable expansion given the building's limitations. Karen reported that she and Joe Blackburn also looked at another location available in Concordia that is newer than the one we purchased and available for rent. Penelope spoke about the concerns that the Concordia Friends have regarding the

building. The consensus of the Board is to wait to hear from Mr. Rollins regarding how much the feasibility study would cost and if proceeding with the purchased building is feasible.

C. Waverly Branch: Gail Nelson mentioned that the exterior cover on the front of the Waverly Branch is coming off. Karen said that we will have Paul look at it and try to repair it.

D. Personnel: Scotty Walker made a motion to approve filling an open position at the Warrensburg Branch and adding 2 additional 19 hour a week positions, 1 for the Warrensburg Branch and 1 for the Holden Branch. Barb Krause seconded the motion. The two new positions would be funded by not filling an open administrative position so would not result in additional costs to the personnel budget.

E. Long range plan: Karen reported that she will have a long range plan for the Board by the start of the fiscal year.

F. Cleaning service at new building: Karen reported that currently Night and Day is cleaning the new Warrensburg building. We plan to put the cleaning service for the new building out for bid before the start of the fiscal year but we need some time to develop a list of requirements and specifications.

G. Board meeting location: Steve Bohall requested that the Board consider meeting at the other branches so that they could familiarize themselves with all of the locations. This has been done in the past. The next Board meeting will be held at the Concordia Branch to further consider the issues associated with the building purchased for expansion there.

H. Moving: Karen expressed appreciation to Dr. Foley for all his assistance during the Warrensburg Branch/Administrative Offices moving project.

I. Open House: The Board discussed the timing for an open house. The consensus was to wait until we have the permanent plaques and all of the new furniture is in place. A special event for donors may be held sooner than the official open house event.

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.

10. 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 February 16, 2006 at the Concordia Branch.

Respectfully submitted,

Alicia Morgan, Secretary