

Draft of Minutes for Board of Trustees Meeting, July 20, 2006
Minutes of Meeting, June 15, 2006

1. Call to Order

The Trails Regional Library Board of Trustees met on June 15, 2006 beginning at 7:30 p.m. in the Warrensburg Branch. President, Diane Dunford, called the meeting to order.

2. Closed meeting pursuant to MoRS 610.021(3)

Diane Dunford reported that no action had been taken in the closed session. Barb Krause had made a motion to go into a closed session pursuant to MoRS 610.021(3). Carolyn Corson had seconded the motion. The motion had been approved.

3. Roll Call

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

4. Public Comments: Penelope Kuhn was present as a visitor. Penelope stated that she was interested in knowing if the circulation trends could be connected in any way to events in the community or the demographics of an area. She also was interested in the patron survey that will be funded through grant funds and who will be getting it and why. She also commented that she felt that the community of Waverly would also have a need for Spanish language materials and she suggested that we try to raise public awareness by working with the Marshall radio station. Karen Hicklin addressed her circulation questions by stating that she and Debbie (Branch Manager from Concordia) have discussed the low circulation of the juvenile materials in that branch and agreed that the first step is to weed that section. Diane Dunford thanked Penelope for her comments.

5. Minutes of Meeting-May 18, 2006

The Minutes of the May 18, 2006 meeting were approved.

6. Reports

A. Receipts/Income Report

The Board reviewed the Receipts/Income Report as of May 31, 2006 and dated June 15, 2006.

B. Monthly Expenditure Report

The Board reviewed the Monthly Expenditure Report dated June 15, 2006.

C. Claims and Accounts, June 15, 2006

The Board examined the Claims and Accounts dated June 15, 2006. Scotty Walker made a motion to approve the Claims and Accounts. Barb Krause 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.

E. Warrensburg Building Report

Karen presented the report. She thanked Earlene Brown for all her assistance preparing the report. Dr. Foley asked about the “total paid using surplus funds” on the report. He asked if a more detailed break down on that category was available. Karen explained that it was Development Reserves, carry over from FY05 and operating funds. Dr. Foley suggested that the Board look at setting a minimum amount for the reserves. He reported that he had spoken with representatives from the City of Warrensburg and the school district to see what their policies were regarding the minimum amount in reserves. Karen reported that she had put 10% in our proposed budget. Dr. Foley suggested 15% as a target minimum for future years. He stated that 15% of the proposed budget would be 348,000. We may not be able to reach the 15% goal this year but should make it a goal for future years.

7. Unfinished Business

There was no unfinished business to discuss.

8. New Business:

A. Consent agenda: The consent agenda was proposed as a time-saver to move regular agenda items along. Dr. Foley reported that using a consent agenda was recommended at a Trustee workshop that he attended. Carolyn Corson made a motion that we adopt/establish a consent agenda beginning with fiscal year July 2006. Dr. Foley seconded the motion and the motion was approved. Scotty Walker opposed the motion.

B. Disbursement of Gifts and Endowments Funds

Discussion was held regarding the gifts and endowments. Karen recommended that the accounts be reorganized to reduce the amount of tracking that is currently being done. The Board consensus was to consolidate the funds to 19. It was suggested that we produce a brochure on designated giving.

C. Vacation policy: Discussion was held about the vacation policy. A Board committee was formed to further research the issue. The committee members are Barb Krause, Scotty Walker and Diane Dunford. Barb Krause made a motion that beginning July 1, 2006, annual vacation leave will be prorated monthly and will accrue monthly at the end of each pay period, provision may be made to carry earned vacation time over to the second year with permission of the Director. Carolyn Corson amended the motion to include that it would be re-examined by the September 2006 Board meeting. Scotty Walker seconded the amended motion and the motion was approved. Dr. Foley asked that all staff be advised that a committee made up of Board and staff members would be looking into the personnel policies.

D. Payroll checks

Karen reported that the bank is recommending that we open a payroll account. Resolutions were needed for direct deposit and to open the payroll account. Carolyn Corson made a motion to pass 2 resolutions to establish direct deposit, Resolution #1 to approve the use of direct deposit for payroll with direct deposit being mandatory for all new employees and Resolution #2 to establish and use a payroll account at UMB with Karen Hicklin authorized as a signer for checks needing to be signed and this will

remain in effect until bank services are bid. Dr. Foley seconded the motion and the motion was approved.

E. Warrensburg building-roof repairs

A proposal for roof repairs was discussed by the Board. Bill Thoms gave a report including his recommendations for the repairs. Barb Krause made a motion authorizing the roof repair with the Hy-Crown option by Tri-State Roofing. Dr. Foley seconded the motion and the motion was approved.

F. Election of officers: The following slate was proposed: Scotty Walker, President, Steve Bohall, Vice President, Bill Foley, Treasurer, and Carolyn Corson, Secretary. Joe Blackburn made a motion to approve the slate as proposed. Barb Krause seconded the motion and the motion was approved.

9. Director's Report:

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

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. Leeton: Diane requested that the Board be updated regarding the situation with Leeton at the next meeting.

B. July 20th meeting location: The meeting will be held at the Knob Noster Branch.

12. Adjournment-The meeting was adjourned by President, Diane Dunford, at 10:00 p.m. The next regular meeting will be at 7:30 p.m. on July 20, 2006 at the Knob Noster Branch.

Respectfully submitted,

Alicia Morgan, Secretary