

Draft of Minutes for Board of Trustees Meeting, April 20, 2006
Minutes of Meeting, March 16, 2006

1. Call to Order

The Trails Regional Library Board of Trustees met on March 16, 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, Diane Dunford, Scotty Walker, Bill Foley, Peggy Gilmore, Gail Nelson, Joe Blackburn, Marilyn Maun and Barb Krause. Staff attending: Karen Hicklin, Director, Anita Ewing, Bill Thoms and Alicia Morgan. Penelope Kuhn, Don Dittmer, Rob Rollins, and Vernon Ohrenberg were present as visitors.

3. Public Comments: Visitors to the meeting were introduced. There were no public comments.

4. Minutes of Meeting-February 16, 2006

The Minutes of the February 16, 2006 meeting were approved as read.

5. Reports

A. Receipts/Income Report

The Board reviewed the Receipts/Income Report as of February 28, 2006 and dated March 16, 2006.

B. Monthly Expenditure Report

The Board reviewed the Monthly Expenditure Report dated March 16, 2006. Karen reported that the contractor for the Warrensburg building had submitted a final application for payment and that Bob Steinkuehler, Project Manager, had suggested we hold the check until some minor finishing touches were completed. Karen also reported that Bob and Lew agreed to use the date of our Grand Opening (March 27, 2006) as the start date for our one year warranty. Some discussion was held about investment of funds. Barb Krause made a motion that the Board grant authorization to Karen Hicklin and Dr. Foley to invest the library's funds. Carolyn Corson seconded the motion and the motion was approved.

C. Claims and Accounts, March 16, 2006

The Board examined the Claims and Accounts dated March 16, 2006. Marilyn Maun 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 Warrensburg Branch statistics were up by approximately 8%. The circulation in February 2006 for the system increased 9.34% over the same month in 2005.

6. Unfinished Business

A. Facilities-Concordia: Rob Rollins presented a report on the building in Concordia that the library had purchased for expansion of the existing Concordia facility. Discussion was held about the state of the building and the possibility of fund raising.

B. Facilities-Warrensburg: Karen presented the Board with an estimate for tinting the South windows and doors of the Warrensburg Branch. She demonstrated how faded a piece of colored paper that was attached to the doors had become just since we moved. Dr. Foley made a motion to authorize the solar tinting bid after we check the references provided. Steve Bohall seconded the motion and the motion was approved.

7. New Business:

A. Patron Concerns:

i. Access to Warrensburg Branch:

The Board would like staff to obtain costs for automated door access to the Warrensburg Branch.

ii. Corder Branch:

The Board would like staff to standardize the hours that the branch is open.

iii. BC Collection:

Karen explained the rationale of discontinuing the Branch Collection in favor of buying more new books that would be permanently housed at each branch instead of a rotating collection that would be two years old before it finished rotation. The branch patrons should begin to see many new books now permanently assigned to their locations. The new book sections need to be displayed more prominently. All branches will receive the fiction New York Times Bestsellers and Publishers Weekly Bestsellers.

iv. New Books List:

Karen explained that the New Books List is available to all patrons and branch personnel on our web site. Patrons and branch personnel can view or print out the list. Branch personnel should print out some copies of the list to distribute to patrons.

8. Closed Session to Discuss Personnel Issues pursuant to RSMo 610.021 (3):

The Board did not have a Closed Session.

9. Other Business:

A. Staff Appreciation Event: The Board would like to hold a staff appreciation event. Diane Dunford and Dr. Foley will work on planning the event.

B. Leeton Project: We will know more about the Leeton project after the election on April 4th.

9. Director's Report:

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

A. Reorganization of Administrative Offices: Karen proposed a plan to reorganize the administrative offices to maximize efficiency. Scotty Walker made a motion to restructure the administrative offices as proposed. Dr. Foley seconded the motion and the motion was approved.

B. Community Survey Grant: Karen reported that she had written a grant for a community survey for Trails. It will be a 6 page questionnaire sent out to 3,000 Johnson County and Lafayette County residents and will be a random sampling. It will give the staff and Board guidance on writing a long range plan for the system. We should find out if we received the grant sometime between now and May.

C. Patron Concern: Karen also reported about a patron concern from the Odessa area.

D. Firewalls and E-Rate: Bill reported on a grant that he and Karen are writing

for replacement of the library's firewalls. Bill also submitted an e-rate grant for reimbursement to the library for telephone usage.

E. Waverly Arts Council: Karen is working on a grant with the Waverly Arts Council to digitize audio and video of local history interviews.

F. PLA: Karen will be attending the Public Library Association Conference in Boston.

10. Assistant Director's Report:

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

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 April 20, 2006 at the Holden Branch.

Respectfully submitted,

Alicia Morgan, Secretary