

Draft of Minutes for Board of Trustees Meeting, June 15, 2006
Minutes of Meeting, May 18, 2006

1. Call to Order

The Trails Regional Library Board of Trustees met on May 18, 2006 beginning at 8:00 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 the action taken in the closed session. Barb Krause had made a motion to go into a closed session pursuant to MoRS 610.021(3). Gail Nelson had seconded the motion. The motion had been approved. Dr. Foley had moved that the Trails Regional Library Board continue the Director's employment with an advance on the pay scale of one step. Joe Blackburn had seconded the motion and the motion had carried.

3. Roll Call

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

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

5. Minutes of Meeting-April 20, 2006

The Minutes of the April 20, 2006 meeting were approved.

6. Reports

A. Receipts/Income Report

The Board reviewed the Receipts/Income Report as of April 30, 2006 and dated May 18, 2006 (corrected).

B. Monthly Expenditure Report

The Board reviewed the Monthly Expenditure Report dated May 18, 2006.

C. Claims and Accounts, March 16, 2006

The Board examined the Claims and Accounts dated May 18, 2006. Scotty Walker asked about the money that was going to Farmers Commercial Bank. Karen said that it is in G and E funds and will show up on the G and E quarterly report that she will provide. A question was asked about the A and E money. Karen explained that the money is an income tax on out of state athletes and entertainers that several groups get a portion of, including libraries. Barb Krause 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.

7. Unfinished Business

A. Warrensburg Building: Bill Thoms reviewed options for the Board to consider regarding the guttering/drainage problem. After reviewing the options and costs, Dr. Foley made a motion to approve option 1 (Tri-State Roofing bid). Barb Krause seconded the motion and the motion was approved. Bill Thoms then reviewed three options for story/storage room HVAC with the Board. After some discussion, Barb Krause made a motion to approve the bid by Budget Heating and Cooling. Scotty Walker seconded the motion and the motion was approved. Bill Thoms reviewed two options for door openers with the Board. Dr. Foley made a motion to approve the Edelman-Lyon bid for the door openers. Barb Krause seconded the motion and the motion was approved.

8. New Business:

A. Board Member Appointments: The terms of Joe Blackburn and Carolyn Corson will expire on June 30th. Joe is completing his first term and Carolyn is completing an unfilled term. Both Joe and Carolyn agreed to serve again.

B. FY 2007 Budget: Karen had enclosed a copy of the proposed budget for 2006-2007, including salaries, in the Board member's packets. It does not have to be approved until June and will have to be revised after accurate tax rate figures are received in August. Steve Bohall mentioned that his address was incorrect and gave his corrected address. Some discussion was held regarding possible changes to the procedures manual. Discussion was held about having an emergency fund and establishing a target for how much money should be kept in Development Reserves. Diane stated that staff should be advised regarding potential changes to the personnel manual. Reasons should be given for the changes and the changes should be explained. Some discussion was held about the possibility of creating a sick leave pool. Staff input should be obtained, including input from branch staff, regarding the suggested changes. Scotty pointed out that technically we do lease Holden. Dr. Foley asked Karen for an accounting of exactly how much money we have spent on the Warrensburg Building and the sources of where the money has come from. He stated that we will also need this for the upcoming audit. Dr. Foley made a motion to accept the proposed budget tentatively. Gail Nelson seconded the motion and the motion was approved.

9. Director's Report:

Written Report: The Board members reviewed the written Director's Report. Karen reported that our CPA firm has merged with another company. She also reported that she has received information on more grant opportunities available to the library. Karen reported that she met with a firm that provides payroll services to see what options we have for the future.

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. Holden: Scotty reported that the inside door of the Holden Branch is rubbing. Bill Thoms and Paul Landkamer will take a look at it.

B. Closed session at June 15th meeting: Steve Bohall made a motion to hold a closed executive session at the June Board meeting for the purpose of discussion of personnel pursuant to MoRS 610.021(3). Scotty Walker seconded the motion and the motion was approved.

C. June 15th meeting location: The meeting will be held at the Warrensburg Branch.

D. Get Connected service: Scotty Walker asked Karen what the Get Connected Service is. Karen said that it is a delivery service from KCMLIN that we are looking into to see if we could use it to provide our branch runs.

E. Building a Library Foundation video-conference: Dr. Foley reported that he, Charles Keseman, Carolyn Corson and Karen attended the Building a Library Foundation video-conference in Harrisonville. He stated that many of the Foundations have a representative from the Friends serving on the Foundation. He also mentioned the Community Foundation of the Ozarks that manages Foundations for public entities as something to check into.

F. Summer Reading Packets: The Summer Reading Packets of information for the Board Members were provided by Nora Windmeyer and Leslie Petrie.

12. Adjournment-The meeting was adjourned by President, Diane Dunford, at 9:42 p.m. The next regular meeting will be at 7:30 p.m. on June 15, 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 June 15, 2006 at the Warrensburg Branch.

Respectfully submitted,

Alicia Morgan, Secretary