

Draft Minutes for Board of Trustees Meeting, November 16, 2006

(This document is only a draft and has not been approved by the Board of Trustees)

1. Call to Order

The Trails Regional Library Board of Trustees met on November 16, 2006 beginning at 7:30 p.m. in the Warrensburg Branch. President, Scotty Walker, called the meeting to order.

2. Roll Call

Board members attending: Steve Bohall, Scotty Walker, Peggy Gilmore, Joe Blackburn, Carolyn Corson, Diane Dunford, Marilyn Maun, Gail Nelson and Dr. Foley. Barb Krause was unable to attend the meeting. Staff attending: Karen Hicklin, Director, Anita Ewing, Bill Thoms and Alicia Morgan. Visitors included: Penelope Kuhn, Michael Keenan from Cochran, Head and Company, and Mark Ellickson from Opinion Research Specialists.

3. Public Comments:

There were no comments from the public.

4. Consent Agenda

a. Minutes of Meeting-October 19, 2006

b. Financial Report

c. Circulation Report

Suggestions were made for clarifications to the October Minutes. Under "Other Business", the Leeton "grand opening" should be "ground breaking" and it should be mentioned that it is the school library. Also it should be noted that Vice President, Steve Bohall, relinquished the chair to President, Scotty Walker, when he arrived after the banking business was conducted. Karen Hicklin also noted that a corrected copy of the statement of activity was distributed to the Board Members. Dr. Foley made a motion to approve the consent agenda. Diane Dunford seconded the motion and the motion was unanimously approved.

5. Unfinished Business

A. Audit: Michael Keenan, CPA from Cochran, Head and Company, presented the audit. He communicated the following matters to the Library Board:

- A. Errors and irregularities-none noted
- B. Illegal acts-none noted
- C. Significant accounting policies-no changes
- D. No disagreements with management
- E. Cooperation-full access to books and records

The results of the financial audit is that the report is unqualified and the basic financial statements are free of material misstatement. Due to the nature of the operations and limited number of staff, they assessed control risk at maximum and modified their audit procedures accordingly. The Management Letter comments included:

- A. Accounting System Review
- B. Comprehensive Accounting Manual
 - 1. Cash and Investment Policy
 - 2. Capital Asset and Inventory Policy
 - 3. Purchasing Policy

4. Purchasing Card Policy
5. Personnel Policies
- C. Cash Receipts-Timely Depositing
- D. Bank Account Consolidation
- E. Positive Pay

Michael Keenan thanked Karen Hicklin for her assistance and the Board Members thanked the auditing firm for their comprehensive and very informative management letter. We are already working on many of their suggestions for improvements. The audit and management letter are available on the library's web site at www.trl.lib.mo.us under staff and Board information.

Peggy Gilmore made a motion to accept the audit. Steve Bohall seconded the motion and the motion was unanimously approved.

6. New Business:

A. Library Survey: Mark Ellickson from Opinion Research Specialists gave a presentation summarizing the results from the library survey. Over 800 completed telephone interviews were done. They analyzed each of the eight branches individually and as an aggregate. They analyzed both users and non-users in Johnson and Lafayette Counties. This survey was funded through an LSTA grant from the Missouri State Library. The survey includes 416 completed interviews with Trails Regional Library users and 401 completed interviews with non-users and consisted of a 5 to 7 minute telephone interview. The margin of error was plus or minus 5%. The results were based on a total of 416 respondents who had visited any of the 8 branches within the past 12 months. Some of the highlights included:

- A. Satisfaction rate with the hours of operation of 94%
- B. Percentage of respondents who checked out library materials -94%
- C. Percentage of respondents who asked staff for help-89%
- D. Staff's willingness to help rated very good and good by 99%
- E. Friendliness of the library staff rated very good and good by 98%
- F. Staff's knowledge of library services rated very good and good by 98%
- G. Overall feel/comfort of the library rated very good and good by 97%
- H. Overall quality of children's programs rated very good and good by 94%
- I. Overall impression of the library's web site rated good and very good by 85%
- J. Overall satisfaction with the Trails Branch most frequently visited was rated very satisfied by nearly 80%.

The entire survey document can be viewed on the library's web site at www.trl.lib.mo.us under staff and Board information. Mark Ellickson presented information comparing our survey results with survey results from similar libraries. The results for Trails compared very favorably. Dr. Foley commended the staff on behalf of the Library Board for the excellent results in staff friendliness, knowledge and patron satisfaction.

B. Logo Contest: Karen Hicklin explained that for many months the staff has discussed the need for a new logo for Trails Regional Library which would be consistently used with all of our publications and promotions. It was felt that, to encourage community involvement, a logo contest would be conducted and designs solicited from residents of the district. The Board agreed and Alicia Morgan and Leslie Petrie researched similar contests and prepared the details for ours. The library received 17 entries by the deadline of October 31st, although many more patrons took entry forms. Programming staff reviewed the entries and selected the top three for consideration by the Board. Gift

certificates will be awarded to these 3 entries. The entries are the property of the Library and the Board could decide if any of the logos presented were suitable for our needs. If desired, the Board could hire a professional to enhance an entry or they may solicit a separate design by a professional graphics artist. The Board expressed their desire to solicit some designs from a professional graphics artist. They appreciate the entries from our patrons and agreed that the 3 patron entries submitted by 2 individuals were tied and should be awarded the same prize. Library staff will inform the patrons and award the prizes. Library staff will also get cost estimates from a professional graphics artist on producing a logo for the library system to use.

C. Adjustment to salary scale: Karen Hicklin explained that on Tuesday, November 7, the voters of Missouri approved a measure to increase the minimum wage to \$6.50, effective on January 1, 2007. On January 1 of each successive year, the Missouri Department of Labor and Industrial Relations will calculate a new minimum wage based on the cost of living as determined by the Consumer Price Index. Currently, the library has six employees earning less than \$6.50. All six are classified as hourly in the library's salary scale. Karen recommended that the Board increase wages for all steps in the hourly classification. The total annual cost would be \$6,223.04. For the remainder of this fiscal year, it would increase our budget by \$3,111.52. She further recommended that the entire salary scale be reviewed prior to the new fiscal year which will begin on July 1, 2007 to determine if additional adjustments should be made in the other classifications. The Board packet included an attachment showing current and proposed salary scales for the hourly classification and a page showing current and proposed wages for the hourly positions budgeted this year. Dr. Foley made a motion to accept Karen's recommendation that the Board increase wages for all steps in the hourly classification. Carolyn Corson seconded the motion and the motion was unanimously approved.

D. Surplus property: Karen Hicklin explained that the building owned by the library next door to the Warrensburg Branch is partially filled with books, "old-style" metal shelving and unused or broken furniture and equipment. One half of the lower level in the Lexington Branch is also filled with furniture that is broken or not being used. All the branches have had an opportunity to look through the items and take anything they need. The library needs to dispose of these items and make better use of the space. The first step is to declare the unneeded items as surplus property and dispose of them. Karen would like to have "garage sales" and sell as many of the items as possible and then dispose of the rest. We could divide the metal shelving into lots and ask for sealed bids. Items that would not sell for much could just have a low price put on them and sold immediately. Advertising would be placed in the local newspapers directing people to our website for a list and photographs of the items. The garage sale would be held at specified times and dates which would allow anyone interested in the items being sold by bid to view them. A list of the items Karen would like declared surplus property was included in the Board packet. Diane Dunford made a motion to declare the list of items surplus property. Gail Nelson seconded the motion and the motion was unanimously approved.

7. Director's Report:

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

a. Administration and Personnel: At the Branch Managers meeting, Karen

service

led a discussion to determine the topics on which they most desire training. The top 3 areas selected were: Research Tools (online resources), Computer software, and Marketing. Then they suggested specific items in each area. The administrative staff has met and developed priorities among the specific items and the first training session has already been scheduled. Whenever possible, we are trying to find free, outside training sources. For some items, we may do in-

training and in others we may have to pay for a trainer. Assistant Director of Technology and Facilities, Bill Thoms, is investigating the cost of creating a mobile computer lab so each staff member could have "hands on" experience when appropriate. In November, Karen will go through the same discussion process with the branch staff to determine their training needs.

In October, Karen attended the Missouri Library Association Conference. The keynote speaker was Stephen Abram who discussed the changing technology environment. He explained that libraries need to adapt to the way our patrons are using technology rather than expecting them to adapt to the technology that libraries want them to use. She also attended programs on Smartboards, Building Planning and Design, the First Amendment and library policies, and Online Training for staff. She used the information about training at the Branch Managers meeting and will be incorporating some of the concerns about First Amendment rights into the policies.

The Foundation Board met on October 12th. New officers were elected: Earl Parris, President; Mary Borgman, Vice-President; Charles Keseman, Secretary; Scotty Walker, Treasurer. The next meeting is scheduled for 7 p.m., January 11, 2007.

b. Budget and Finance: Karen was asked to develop a response to the suggestions in the Management Letter submitted with the audit. She developed priorities and time lines for the creation of policies and procedures suggested in the audit.

Karen reported that some certificates of deposit came due in October and the money was deposited in UMB. Scott Crist completed the setup so that funds in excess of \$25,000 are automatically swept into overnight investments. We now earn \$50-\$60 per day in interest, although once all the money is moved to UMB, Dr. Foley and Karen will meet with the investment team at UMB to discuss the best option for investing monies not immediately needed for expenses.

c. Collection Programs and Services : Karen reported that a new version of the LISTEN card catalog should soon be available. Anita has been working with a designer to update the appearance of the screens and Bill is working on technical issues before it is released. The new LISTEN will enable patrons to see a copy of the book cover when they select a specific item. Clicking on the cover will take them to a book review.

The library's website needs to be revised and we have requested an estimate from the designer of the LISTEN screens.

d. Equipment and Facilities: Karen reported that she attended the groundbreaking for the new media center in Leeton.

Karen also reported that in October, she and Bill attended an informational meeting with representatives from the Concordia Development Corporation. After the last Board meeting, Karen spoke with Dale Klussman who suggested other alternatives available in Concordia. There is some interest in lease purchase, and a meeting was arranged with Jeff Peterson, Dale Klussman, Scotty Walker, Joe Blackburn, Debbie Kirchhoff and Karen. Karen presented a summary of the meeting in Concordia about the lease purchase. Joe Blackburn and Scotty Walker also gave their opinions regarding the information discussed at the meeting. Karen Hicklin will research the option of creating a 63-20 corporation. Some discussion was held about other financing options. The consensus of the Board was that more research into our options needs to be done and the subject will be revisited at the January Library Board Meeting.

8. Assistant Director's Reports:

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

Each Assistant Director gave a brief verbal summary.

a. Programming Services: Alicia mentioned that the Programming Team performed as Chimp and Chumps at the Concordia schools with Debbie Kirchhoff, Concordia Branch Librarian. We will be performing our other skit for the school in Chilhowee and will be working on setting up more Chimp and Chumps performances to promote getting library cards in Lexington, Wellington and Alma. Schools and other interested groups should contact the Programming

Team at the administrative offices. The branch staff are doing a wonderful job with programming.

b. Collection Services: Anita reported on personnel matters at the Odessa Branch. She presented a proposal for contracting a professional to redesign the library's website. Alicia Morgan is the library's web master and the content is very good but the site is very large and needs reorganization. We would like a professional to reorganize the site for us to make it more manageable and easier for patrons to use. We would also like to coordinate it with our automated library catalog so that both products would have similar appearances to make use easier for our patrons. The professional designer currently working on our new version of the automated catalog has given us an estimate for the cost to redesign our website coordinating the two products. She is also willing to work on a library logo for us which would coordinate all three methods of communicating with our patrons. Carolyn Corson made a motion that we spend up to \$2,000 for the website redesign and logo concept. Diane Dunford seconded the motion. The motion was unanimously approved.

c. Facilities and Technology: Bill Thoms reported that we will be receiving over \$5,000

in e-rate reimbursements. He will be installing the new firewalls and the content filtering system. He already installed a new laser printer at the Concordia Branch. Work is ongoing on the opening in the wall for the programming office. Bill and Paul have painted the curb yellow in the Warrensburg building's parking

lot and put the lettering on. This has really helped with the parking problems.

New dispensers for toilet paper and paper towels have been purchased for all of the branches to eliminate the issue of us having to stock several different types.

Bill reported that Paul is now doing three branch runs a week instead of two to help with the volume of materials being distributed among the branches. Bill attended a Blackbelt Librarian workshop on security issues in libraries and a

Facilities workshop. He asked the Board for permission to purchase a 10 laptop

cart for staff training purposes. It would be wireless and would cost around \$12,000 which would come out of the technology budget. The Board gave permission for the purchase.

9. Other Business: There was no other business discussed at the meeting.

10. Adjournment-The meeting was adjourned by President, Scotty Walker at 9:55 p.m.

The next regular meeting will be at 7:30 p.m. on January 18, 2007 at the Warrensburg Branch.

Respectfully submitted,
Alicia Morgan, Recording Secretary