

Draft Minutes for Board of Trustees Meeting, October 19, 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 October 19, 2006 beginning at 7:30 p.m. in the Warrensburg Branch. Vice President, Steve Bohall, called the meeting to order as President, Scotty Walker, had said that he would be delayed.

2. Roll Call

Board members attending: Steve Bohall, Scotty Walker, Peggy Gilmore, Joe Blackburn, Carolyn Corson, Barb Krause, Diane Dunford and Dr. Foley. Marilyn Maun and Gail Nelson were unable to attend the meeting. Staff attending: Karen Hicklin, Director, Anita Ewing, Bill Thoms and Alicia Morgan. Visitors included: Penelope Kuhn, Barbara Erickson, and representatives from the insurance companies and banks that submitted bids.

3. Public Comments:

There were no comments from the public.

4. Consent Agenda

- a. Minutes of Meeting-September 21, 2006**
- b. Minutes of closed session, August 17, 2006**
- c. Financial Report**
- d. Circulation Report**

Carolyn Corson made a motion to approve the consent agenda. Barb Krause seconded the motion and the motion was unanimously approved.

5. Unfinished Business

A. Insurance bids: Karen noted that the Board needs to approve the bid for insurance at this meeting. At last month's meeting, the Board requested information regarding the building coverages. Copies of the replies from the insurance companies were enclosed in the Board packets. Mike Keith from Baston Mike Keith presented information regarding their reply to the question. Don Seward from Insurance Benefits also presented information regarding the building coverage question posed by the Board. Discussion was held for clarification purposes regarding the bids, bidding process, and the building coverages. Bids had not been reopened so no changes to the original bids could be considered. Barb Krause made a motion for the Board to select the bid from Insurance Benefits with the earthquake coverage included. Dr. Foley seconded the motion. Barb Krause, Diane Dunford, Peggy Gilmore, Carolyn Corson and Dr. Foley approved the motion. Joe Blackburn abstained from the vote. The motion was approved.

6. New Business:

A. Financial services bids: The Board Members received a copy of all the bid documents from the five bidders. Karen also enclosed a compilation of the services each bank could provide and any costs associated with those services. Two banks had representatives present at the meeting. Karen referred the Board members to the compilation of services and costs showing clearly that two banks, UMB and First

Community Bank, rose above the rest. She stated that UMB has somewhat of an advantage because they stated that they would not charge any fees for anything. First Community would charge some fees related to the payroll/direct deposit account. Both banks have investment divisions. A representative from UMB and First Community both spoke to the Board members regarding the bids and their banks in general. Dr. Foley made a motion to approve the bid from UMB given the fact that they would charge no fees. Barb Krause seconded the motion. Diane Dunford, Barb Krause, Dr. Foley, Peggy Gilmore, Carolyn Corson, and Joe Blackburn approved the motion.

B. Audit: Karen reported that the audit is very close to completion. She stated that there was some confusion in the way that we manage our gift funds. We call our gift funds “gifts and endowments”, however, endowment is a legal term meaning that only the interest can be spent and not the principal. Karen did some research and could not find that any of them are legally restricted. The Board needs to rename them if they do not want them to be restricted. They could be called “designated funds” to be used for the purpose given by the donor but not restricted in use only to the interest. Dr. Foley made a motion that the Board identify the following funds as “designated gift funds”: Nina L. Devenny Endowment, Catherine F. Titus Endowment, Edwin Gueguen Endowment, Leland R. Markward Endowment, Funck Memorial Fund, Virginia and Jerry Hartmetz Endowment, Cena Christopher Draper Memorial, Holden Branch Endowment, Flower Hund Gift, Corder Fund, Myra Everts Memorial, Charlotte Trout Endowment, and Margie Jackson Endowment. The Board would retain the discretion to spend them within the designation of the funds given by the donor. Peggy Gilmore seconded the motion. The motion was unanimously approved. Karen asked about the Flower Hund Gift which is currently in a Vanguard Account. Dr. Foley stated that the best practice would be to liquidate that. Scotty Walker suggested that we wait until December for the dividends. Scotty Walker made a motion to wait to liquidate the Vanguard shares until after January 1st. Dr. Foley seconded the motion. The motion was unanimously approved. Dr. Foley reported that we received a very detailed management letter from the auditors with a number of good suggestions regarding policies and procedures. Scotty Walker, Dr. Foley and Karen Hicklin had a meeting with the auditor to discuss these suggestions.

C. Warrensburg Branch Parking: Karen reported that the Warrensburg Branch is so busy that the parking lot is frequently full and when that occurs, some patrons park perpendicular to the spaces. As a result, there have been a few accidents and several complaints from people about the difficulty of backing out without hitting a car behind them. Warrensburg staff have put signs on the doors requesting patrons to park only in the designated places but the problem persists. Patrons and staff have requested that “no parking” signs be erected or the curbs be painted. Bill reported that he has been working with the City and traffic personnel on the pedestrian issues. Bill suggested that we use a yellow paint with a black stencil stating, “no parking” and if that doesn’t work, we could try the signs. He also suggested putting white lines and arrows down the center indicating in and out so that people use the correct side. The consensus of the Board is to get the curb painted yellow and use the black stencil stating, “no parking”.

7. Director’s Report:

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

a. Concordia Building: Karen reported that the Friends of the Library,

Concordia Branch, held a meeting to discuss the proposals drawn by Rob Rollings for leasing a portion of the Unitog building. Copies of the notes from the meeting were included in the Board packet. Karen also reported that a meeting had been held with a gentleman interested in purchasing the two buildings that we own in Concordia, a representative from the Concordia Industrial Development group, members of the Concordia building committee and library staff. Karen reviewed the discussion held at that meeting. A discussion was held among the Board members about leasing versus purchasing in Concordia. The Board consensus was that they would really like to make sure that all options for purchasing are considered before considering leasing. The Board would like the following actions to be taken: 1. Karen Hicklin and the staff evaluate the designs on the Rob Rollings proposal. 2. Get some kind of general estimates as to the cost of demolishing the two buildings we currently own and having a new building constructed on our lots with a lease/purchase arrangement. Joe Blackburn volunteered to assist in finding out some of the costs involved.

b. Missouri Library Association 2007 Legislative Agenda: Karen had enclosed a document listing the legislative issues that would be advocated with the Missouri General Assembly in the coming session. Library Advocacy Day is February 6th in Jefferson City. Karen asked if any of the Board members would like to attend with her. Scotty Walker said that he would be interested in attending the event.

c. Other Business: Karen asked if the Board members needed their packets hole punched. The answer was no. Karen stated that she and Alicia are posting Board information on the web site. She also gave the Board copies of several great local newspaper articles talking about the library including the articles on the David Fiedler programs conducted by the programming team.

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 newspapers in Concordia and Lexington did a wonderful job covering the two David Fiedler programs arranged by the programming team and that the attendees were very impressed with the programs. Alicia also mentioned that she and Nora Windmeyer will be performing at the schools in Concordia as Chimp and Chump, the library monkeys, to encourage children to get library cards.

b. Collection Services: Anita reported on personnel matters at the Holden, Corder, and Odessa Branches. Anita reported that the Corder Branch will be closed on Friday, October 20th, to allow staff members to attend a former staff member's funeral.

c. Facilities and Technology: Bill Thoms reported that he will be installing firewalls and the content filtering system. He already installed a new laser printer at the Concordia Branch. He is working on getting bids for the opening in the wall for the programming office. He has been working with the janitorial company on the issues that have arisen.

9. Other Business

a. Community Survey: Carolyn Corson asked about the community survey that was done and if we have had any results. Karen Hicklin reported that the survey has been completed and she will contact the company to see how things are progressing.

b. Leeton Grand Opening: Carolyn Corson reported that the Leeton Community Newsletter had information in it about the new library. She stated that people are very excited. Karen Hicklin has been invited to the grand opening event on Tuesday, October 24th.

c. Minimum Wage: Scotty Walker asked how quickly an increase to Missouri's minimum wage would impact the library if passed. Karen said that we are already above minimum wage so it would not have an immediate impact.

d. December Meeting: Carolyn asked about the December meeting. We normally do not hold a meeting in December. The Board decided that there will not be a December meeting.

- 10. Adjournment-**The meeting was adjourned by President, Scotty Walker at 10:01 p.m. The next regular meeting will be at 7:30 p.m. on November 16, 2006 at the Warrensburg Branch.

Respectfully submitted,
Alicia Morgan, Recording Secretary