

Draft Minutes for Board of Trustees Meeting, September 21, 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 September 21, 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, Barb Krause, Marilyn Maun, Gail Nelson and Dr. Foley. Diane Dunford was unable to attend the meeting. Staff attending: Karen Hicklin, Director, Anita Ewing, Bill Thoms and Alicia Morgan. Visitors included: Penelope Kuhn, Emma McGinnis, Barbara Erickson, and representatives from the insurance companies and janitorial companies that submitted bids.

3. Public Comments:

There were no comments from the public.

4. Consent Agenda

a. Minutes of Meeting-August 17, 2006

b. Receipts/Income Report

c. Monthly Expenditure Report

d. Claims and Accounts

e. Circulation Report

f. Gifts and Endowments Quarterly Report

Karen Hicklin suggested some changes to clarify the minutes of the closed session from last month. The Board approved the changes with the omission of personal information. The minutes will be resubmitted for approval with the changes. Barb Krause made a motion to approve the consent agenda. Dr. Foley seconded the motion and the motion was unanimously approved.

5. Unfinished Business

Karen Hicklin asked to revisit the decision on how to handle the minutes of the meeting. It was decided by the Board to submit the full draft minutes to members of the press not a summary. It will be indicated on the minutes that they are draft minutes and have not been approved.

6. New Business:

A. Insurance bids: Three bidders submitted proposals for consideration.

Representatives from two of the bidders were present to speak about their proposals at the meeting. Mike Keith spoke on behalf of Baston Mike Keith. He presented two options and answered questions from the Board members regarding both. Randy Russell spoke on behalf of Insurance Benefits Group. He reviewed his company's proposal and answered questions from the Board. The Board decided to defer their decision on the insurance bids until the October 19th Board meeting so that they would have more time to review all of the written materials. Some general discussion was held by the Board regarding the components necessary for inclusion regarding insurance. The Board requested that Karen get clarification from the bidders as to whether or not they consider us under insured.

B. Cleaning services bids: Bill Thoms, Assistant Director of Technology and Facilities, stated that an invitation to bid for cleaning services had been sent out. Bidders could bid on all 8 locations or just the locations they were interested in cleaning. Bill stated that four companies responded to the invitation to bid. Two are companies that we currently utilize and two are new to us. The two new bidders bid on all 8 locations and the two we currently utilize bid on the buildings they currently clean. Representatives from M and M Cleaning Services were present at the meeting and were given an opportunity to discuss their bid with the Board. The representatives from M and M stated that if the Board accepts their bid, the bid will be discounted by 50%. The cost for the M and M bid is

\$5,440 a month to clean all eight branch libraries. Dr. Foley made a motion to approve the M and M Cleaning Services bid for all eight branch libraries. Barb Krause seconded the motion and the motion was approved unanimously.

C. Vision Statement: Karen's vision statement was included in the Board packet. Karen said that her plan is to take the vision statement to the staff for further refinement. Steve Bohall made a motion for the Board to approve Karen Hicklin's vision statement for Trails Regional Library. Marilyn Maun seconded the motion and the motion was approved unanimously.

D. Custodian of Records Resolution: Karen Hicklin pointed out that the resolution in place currently states that Earlene Brown is the Custodian of Records. Since Earlene is now retired, the resolution needs to be changed. Karen Hicklin suggested that Alicia Morgan be appointed as the Custodian of Records. Dr. Foley made a motion that Alicia Morgan be designated as the Custodian of Records. Gail Nelson seconded the motion and the motion was approved unanimously.

7. Director's Report:

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

a. Audit: Karen reported that a draft copy of the audit has been sent to Dr. Foley and herself for review. Dr. Foley made a motion that he, Karen, and Scotty Walker meet with the auditors to develop methods of implementation on some of the specific suggestions prior to the next Board meeting. Gail Nelson seconded the motion and the motion was approved unanimously.

b. Story Hour Room: Karen reported on the status of the story hour room. It had previously been decided that the original story hour room was not acceptable. The Board had approved heating and air conditioning for the original story hour room so that programming staff could be moved and their current office could be used for story hours instead. The heating and air conditioning took longer to finish than anticipated but is now working. Programming staff requested a doorway between the two rooms for better usability. The Board members viewed both rooms seeing that they are not easily accessible from each other without a door way in between. Dr. Foley made a motion to authorize the expenditure of no more than \$1,000 to put the door in the wall between the two rooms. Barb Krause seconded the motion and the motion was approved unanimously.

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 reported that author David Fiedler will be visiting the Concordia and Lexington branches of Trails on October 10th. He will do a noon program in Lexington and a 7:00 p.m. program in Concordia. The programs are free and open to the public.

b. Collection Services: Anita reported that Fran Rushing retired and Linda Washam has agreed to become Odessa Branch Manager. Linda Markworth has been hired as the new Corder Branch Manager to fill Ann Schumaker's position as she has also retired. Renee Landkamer has been hired to fill the position formerly occupied by Cheryl Brockhaus.

c. Facilities and Technology: Bill Thoms reported on parking lot issues at the Warrensburg Branch, the roof at the Warrensburg Branch/Administrative Offices, and meeting with residents of Concordia. Scotty reported that the flagpole is fixed at the Holden Branch. He also reported that Penelope Kuhn from the Concordia Friends visited the Holden Branch. Penelope asked to update the Board regarding Concordia Friends and building committee activities. She announced that a Concordia Friends meeting would be held on October 3rd at 5:30 p.m. at the Concordia Branch. The public will be invited to attend to ask questions about the progress regarding expansion of the branch.

9. Other Business

a. Board and Staff Personnel Committee Meeting: Scotty reported that the committee met for the first time and he will report later on their progress.

b. Next Meeting: The next meeting will be held at the Warrensburg Branch because of visitors expected to discuss banking services bids and insurance.

10. Adjournment-The meeting was adjourned by President, Scotty Walker at 10:00 p.m. The next regular meeting will be at 7:30 p.m. on October 19, 2006 at the Warrensburg Branch.

Respectfully submitted,
Alicia Morgan, Recording Secretary