

Draft Minutes for Board of Trustees Meeting, April 19, 2007

(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 April 19, 2007 beginning at 7:30 p.m. in the Waverly Branch. President, Scotty Walker, called the meeting to order.

2. Roll Call

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

3. Public Comments:

There were no public comments.

4. Consent Agenda

a. Minutes of Meeting-March 15, 2007

b. Financial Report

c. Circulation Report

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

5. Unfinished Business:

A. Personnel Policies: Karen stated that there are some questions about the benefits that the Board should discuss. Question 1. Should there be a limit on the number of hours over the maximum that an employee can have during the coming year? Discussion ensued. Barb Krause made a motion to set the cap at the maximum with the possibility of a week over for this year only. Steve Bohall seconded the motion. The motion was approved unanimously. Question 2. Should an employee be allowed to use Paid Time Off while they are on short or long term disability leave? Karen stated that she did not believe that this would be a hardship on the library. Discussion ensued. Diane Dunford made a motion that the library allow employees to use paid time off (PTO) while on short or long term disability. Gail Nelson seconded the motion and the motion was unanimously approved.

B. Section 3 of the Personnel Policies-Conduct and Performance:

A. Accountability: A change was made to the last paragraph to insert the word "immediate" in front of supervisor.

B, C, D and E: Code of Ethics: There were no changes made to these sections.

F. Conduct, dress: Two wording changes were made. The word "desk" was changed to "circulation" and "bare legs or feet" was changed to "bare feet". Shoes are required not necessarily hose or socks.

G. Conduct, equipment use: The wording was changed under copy machine to state that "staff are expected to pay the same amount as the public per page".

H. Conduct, interpersonal relations: There were no changes made to this section.

I. Disciplinary procedures: The wording was changed to take out the word “minor” in the portion about suspension without pay.

J. Grievance procedures: Two wording changes were made. The employee must submit a written grievance to the Director within 10 working days not five and the Director will review the grievance and reply within 10 working days. The last sentence in the section was changed to read, “A report shall be given to the full Board of Trustees in executive session at the next scheduled meeting and a written reply mailed to the grievant”.

K. Harassment: A change was made to take out “protected classes”.

L. Performance evaluations: The wording was changed from “all employees” to “every employee”.

M. Personnel action forms: There were no changes to this section.

N. Termination of employment, dismissal: A question came up related to whether or not employees terminated from employment would receive payment for accumulated PTO or paid time off. The Board requested that Karen talk to experts about the possibility of not paying terminated employees for accumulated PTO (paid time off). An additional sentence was added to the end of the section stating that “The Board may also be represented by counsel”.

O. Termination of employment, resignation: A wording change was made from “The Director reserves the right” to “The Director or Assistant Directors reserve the right”. A wording change was also made from “If an employee misses 3 days of scheduled work” to “If an employee misses 3 consecutive scheduled work days”. The portions mentioning vacation and sick leave will be changed to PTO or paid time off.

P. Termination of employment, retirement: The portion dealing with vacation and sick leave will be changed to PTO.

Q. Termination of employment, retrenchment: The portion dealing with vacation and sick leave will be changed to PTO.

R. Work schedules, absences: The wording that states “If an employee misses 3 days of scheduled work” will be changed to “If an employee misses 3 consecutive days of scheduled work”.

C. Section 4 of the Personnel Policies-Safety and Health:

The Board reviewed the proposed policies for accidents and injuries, drug-free workplace and emergency closings. There were no suggested changes.

D. Concordia Building: Karen Hicklin reported that she, Alicia, Debbie (Concordia Branch Manager), Dale Klussman, Rob Rollins and Homer Nierman had a meeting on April 18th. Debbie had come up with some ideas for a revised interior for the floorplan that Rob designed for the rental space at the Unitog building. The group also made additional changes at the meeting that should save money. Rob will revise the floorplan and give it to the Concordia Industrial Development group so that they can come up with a financial quote for the library on the rental space based on the renovations. The library will probably receive these cost figures next month. Karen also reported that Jeff Peterson has indicated interest in the library’s two current buildings in Concordia.

6. New Business:

A. Trails Regional Library Foundation:

- i. Appointments to the Foundation Board: Karen reported that on July 1, the terms of William Foley, Norma Johnson, and Betty Smith will expire. They are eligible to be re-appointed by the Trails Regional Library Board. Betty Smith has asked that she not be appointed to another term. The Trails Regional Library Board Members will be contacting possible Lafayette County replacements for Betty Smith's position.
 - ii. Use of Foundation funds: The Foundation Board questioned whether it could invest all of its funds. Some discussion ensued. Barb Krause made a motion to table the issue until the May meeting to allow for more research time. Diane Dunford seconded the motion and the motion was approved unanimously.
- B. Audit:** The consensus of the Board was to use the same firm for the audit as last year.
- C. Evaluation of Director:** The evaluation of the Director needs to be done before July 1st. A closed session to discuss personnel issues pursuant to RSMo 610.021 (3) will be held at 7:00 p.m. on May 17, 2007 at the Warrensburg Branch.
- D. Technology Report:** Bill Thoms reviewed the technology report with the Board. Gail Nelson made a motion to approve the Technology Report. Barb Krause seconded the motion and the motion was approved.

7. Reports:

- A. Director's Report:** Karen distributed copies of the proposed budget for next year to the Board Members. The proposed budget will be discussed at the May Board meeting. Karen also reported that Trails has received a \$15,000 grant to do a strategic plan for the system.
- B. Assistant Director's Reports**
- i. Collection Services: Anita reported that Roger Dumas has been hired to work at the Warrensburg Branch circulation desk. Anita reported that the library now has remote access for Chilton's Auto Repair. It is on our web site. In the near future, the library will also offer World Book Online.
 - ii. Programming Services: Alicia reported that she had a meeting with Penelope Kuhn, President of the Concordia Friends, and Debbie (Concordia Branch Manager) to discuss fund raising possibilities for furnishings that could work no matter what plan the library picks for Concordia. Alicia also reported that the schedule for special performers for all the branches is at the end of her report.
 - iii. Facilities and Technology: Bill reported that both the Waverly and Odessa Branches need some repairs. He has received estimates on the work to be done. The Board consensus was to try to have the work done at the beginning of the fiscal year after going out for bids.
- C. Branch Manager's Reports:**
- i. Concordia
 - ii. Corder
 - iii. Holden
 - iv. Knob Noster
 - v. Lexington
 - vi. Odessa
 - vii. Warrensburg
 - viii. Waverly

- 8. Other Business:** Karen introduced the Branch staff from Waverly, Linda and Dorothy. Barb Krause asked about the possibility of the Knob Noster Branch getting some comfortable chairs for patron usage. Alicia will work on this with Julie, Branch Manager from Knob Noster. Karen reported that by canceling some unused telephone lines, she was able to save the library approximately \$125.00 a month.
- 9. Adjournment-**The meeting was adjourned by President, Scotty Walker at 10:10 p.m. The next regular meeting will be at 7:30 p.m. on May 17, 2007 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 May 17, 2007 at the Warrensburg Branch.

Respectfully submitted,
Alicia Morgan, Recording Secretary