

## **Draft Minutes for Board of Trustees Meeting, February 15, 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 February 15, 2007 beginning at 7:30 p.m. in the Concordia Branch. President, Scotty Walker, called the meeting to order.

### **2. Roll Call**

Board members attending: Steve Bohall, Scotty Walker, Joe Blackburn, Carolyn Corson, Diane Dunford, Gail Nelson, Marilyn Maun, Peggy Gilmore and Dr. Foley. Barb Krause was unable to attend the meeting. Staff attending: Karen Hicklin, Director, Anita Ewing, Bill Thoms, Alicia Morgan and Debbie Kirchhoff. Visitors included: George Kuhn, Rev. Paul Wobus, Louise Wobus and Kim Roepe from Concordia and Don Seward from Insurance Benefits Group.

### **3. Public Comments:**

Mr. George Kuhn from Concordia addressed the group. He commented on the library survey and the results specifically related to Concordia. He stated that according to the survey, Concordia users visit less often than others in the system and more Concordia users do not stay as long when they do visit. He stated that this was probably due to the over crowding and the fact that the building needed repairs. He stated that Concordia users rated the location of the building high but were less likely to do research or study. The space is not conducive for these activities. Concordia users are less satisfied with the materials although satisfaction with the staff is very high. Concordia users also like to hear library news through the library's web site or through email which could indicate less of an interest in visiting the physical location. Mr. Kuhn distributed some pictures of the building to illustrate some of the issues. He questioned why Trails would need to own a building instead of considering the leasing option and pointed out some disadvantages associated with owning real estate. He stated that he would really like the Board to reconsider the leasing option for Concordia. The Board thanked Mr. Kuhn.

### **4. Consent Agenda**

- a. Minutes of Meeting-November 16, 2006**
- b. Financial Report**
- c. Circulation Report**

Dr. Foley brought the Board's attention to the amount of interest income we are now earning due to our new investment policies. He also stated that he and Karen Hicklin had a meeting with UMB representatives to talk about other investment tools we could consider that would yield even higher benefits. UMB is very familiar with libraries and how they do business as they have other larger library systems as clients. The Board members were very pleased with the circulation statistics for all of the branches and the system as a whole. The online renewal rate is also increasing as more patrons are using the library's web site. Diane Dunford made a motion to approve the consent agenda. Dr. Foley seconded the motion and the motion was approved unanimously.

### **5. Unfinished Business:**

**A. Personnel Committee Report:** Anita Ewing gave a report on behalf of the committee. Committee members include: Scotty Walker, Diane Dunford and Barb Krause from the Board and four library staff members. The committee's last meeting was on February 8<sup>th</sup>. They discussed rolling sick and vacation time into PTO (paid time off). The committee will meet again on March 6<sup>th</sup>. Anita has emailed committee members several questions that have come up about administering a PTO plan. The committee will discuss health insurance benefits at the next meeting. Anita thanked Karen Hicklin for pulling statistics and information together for the committee. Anita introduced Don Seward from Insurance Benefits Group. Don had given a presentation to the benefits committee at one of their meetings regarding short and long term disability plans. Don reviewed the information he had given to the committee with the Board. Utilizing a short and long term disability plan could help eliminate the library's sick leave liability while also providing the staff with a better benefit overall. Don reviewed plans from two different companies with the Board, comparing the benefits proposed by both. The Board deferred making any decisions on the matter, preferring instead to consider the entire package that will be proposed by the benefits committee at one time. The benefits committee is hoping to have their recommendations ready for the Board to review at the next Board meeting.

**B. Concordia Building Project:** Karen Hicklin stated that we have looked at several options for Concordia. She suggested that a direction needs to be set. Scotty asked the Concordia residents present at the meeting their opinions. George Kuhn volunteered to investigate the possibility of the Concordia community helping in a fund raising effort. Discussion was held about the options we currently have regarding a new Concordia building. Dr. Foley suggested that leasing may be the best of the options we currently have. Some of the Board members expressed concern about locking the library into any of the current options because they do not want to miss any opportunities that might arise in the future that are not currently available. Board members are also concerned about not having the ability to pursue projects for the other branches if the library is financially over-committed in Concordia. George Kuhn suggested that the Concordia community would be supportive of a decision to lease instead of build. He stated that the option to lease the Unitog building is attractive because it will offer plenty of space, has been well maintained, and is in a good location. Marilyn Maun made a motion to further explore the feasibility of leasing the Unitog building. Diane Dunford seconded the motion. The Board discussed the fact that the motion is for further exploration and does not constitute any kind of commitment. The motion was approved unanimously.

**C. Financial Policies:** Karen Hicklin suggested tabling discussion of the financial policies completed so far until the rest of the package can be considered in June. The consensus of the Board was to table the discussion until June. The Board was pleased with the use of the library's new logo but commented that it needs to include the wording stating, "serving Johnson and Lafayette County".

**D. Personnel Policies:** Karen reviewed the first 19 pages of the proposed personnel policies with the Board. It was suggested that some of the employee positions that are not currently active be taken off the list. The section regarding terms of Board members needs to be clarified. It should state "Two consecutive four year terms" not just "Two four year terms".

## **6. New Business:**

**A. Set location for March meeting:** The consensus of the Board was to try to hold the

March meeting in Odessa. If the timing does not work to meet in Odessa, the Board will try to meet in Waverly.

**B. LSTA Grant Application:** Karen stated that the library needs to develop a long range plan. She requested input from the Board regarding the level of public input that should be included and whether or not to obtain a facilitator to help with the development process. The Board suggested that regional meetings throughout our two county area be held to obtain public input. Karen stated that she could submit an LSTA grant for the project. Dr. Foley made a motion to submit an LSTA grant to obtain a facilitator for long range planning. Gail Nelson seconded the motion and the motion was unanimously approved.

**C. Board Member Replacement:** The terms of Steve Bohall, Diane Dunford, Scotty Walker, and Barbara Krause are all up as of June 30<sup>th</sup>. Diane has served for ten years and will not be eligible for another term without a break. Diane reported that she has a possible replacement in mind that is an avid library user. The Board suggested that she approach the individual she has in mind to determine level of interest. All of the other Board members whose terms expire are eligible for reappointment on July 1<sup>st</sup> if they are interested.

## 7. Director's Report:

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

## 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 the programming team is working with the schools in Odessa and Knob Noster to schedule performances by Chimp and Chumps. Alicia also reported that we are working on plans for a book cart drill team to perform in parades and events in our communities to promote the library and its services.

**b. Collection Services:** Anita announced we have received several applications for an open position at the Odessa Branch. Anita also reported that the new Warrensburg Branch story time room is now being used and some artists have volunteered to assist the library with decorating the room for the children.

**c. Facilities and Technology:** Bill Thoms distributed copies of his written report at the meeting. He reported that he would like to get input from the Board at some point in time regarding the levels of filtering we should be providing on our public computers. He will provide the Board with a list of things that can be blocked or filtered so that the Board can make some decisions. Bill also reported that we have recently experienced some power outages at some of our branches. He has purchased two generators that can be taken to branches in the case of power outages. Bill reported that the van is ready to be picked up. He stated that the library should consider getting an extended warranty plan for the van and reviewed two possible options with the Board. The Board will address the issue at the next Board meeting.

**9. Other Business:** Scotty Walker asked Bill if he could make arrangements for an electrician to fix the light above the newspapers in the Holden Branch.

**10. 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 March 15, 2007 at the Odessa Branch.

Respectfully submitted,  
Alicia Morgan, Recording Secretary