

Draft Minutes for Board of Trustees Meeting, January 18, 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 January 18, 2007 beginning at 7:35 p.m. in the Warrensburg Branch. President, Scotty Walker, called the meeting to order. Prior to calling the meeting to order, the group toured the new programming offices.

2. Roll Call

Board members attending: Steve Bohall, Scotty Walker, Joe Blackburn, Carolyn Corson, Diane Dunford, Barb Krause, Gail Nelson and Dr. Foley. Marilyn Maun and Peggy Gilmore were unable to attend the meeting. Staff attending: Karen Hicklin, Director, Anita Ewing, Bill Thoms Alicia Morgan and Debbie Kirchhoff from the Concordia Branch. Visitors included: Barbara Erickson.

3. Public Comments:

There were no comments from the public.

4. Consent Agenda

a. Minutes of Meeting-November 16, 2006

b. Financial Report

c. Circulation Report

Dr. Foley requested for future board meetings, a financial report that would show year to year comparisons of income and fund balances. Diane Dunford made a motion to approve the consent agenda. Barb Krause seconded the motion and the motion was approved unanimously.

5. Unfinished Business

6. New Business:

A. Telephone system maintenance agreement: Karen Hicklin reported that in December the one year warranty on the telephone system expired. A maintenance agreement is available at a cost of \$1,849.00 per year. The system cost a bit less than \$13,000. Our insurance would cover replacement costs for some problems (such as lightning, fire, etc.) but not in instances of equipment failure. Karen stated that given the cost of the maintenance contract versus the cost of total replacement, she did not feel it would be necessary to have a maintenance agreement. In her opinion, the equipment has been reliable and it is more likely that a problem would be caused by an "act of God" which is covered by our insurance rather than by failure. The consensus of the Board was that a maintenance agreement was not really necessary.

B. Summer Reading Club Funding: Alicia Morgan presented a report on Summer Reading Club Funding. The written report was included in the Board member's packets mailed out previous to the meeting. Alicia explained that in order to make Summer Reading Club Funding equitable for all branches, the Programming Team was requesting the use of some of the Catherine Titus gift fund. Dr. Foley made a motion to approve the Summer Reading Club Funding request proposed by the Programming Team. Gail Nelson seconded the motion and the motion was unanimously approved. Dr. Foley stated

that publicity related to the club needs to state that funding was made possible through the Catherine Titus Gift Fund.

C. Selection of logo: Anita Ewing made a presentation about several logo possibilities submitted by Theresa Gross who is designing the library's new web catalog. Anita passed out color copies of the choices submitted. The staff favorites were #4, #8, #9 and #11. Steve Bohall made a motion selecting logo #4 submitted by Theresa Gross as the logo for Trails Regional Library. Barb Krause seconded the motion and the motion was unanimously approved.

D. Policies: Karen Hicklin reported that she has been reviewing and drafting policies for the library. The auditor had suggested a list of financial policies to which Karen assigned priorities and deadlines. Karen included draft copies of the financial policies with the highest priority in the Board member's packets. Karen handed out copies of the library's current personnel policies and drafts of proposed policies. The Board will discuss section F100 at the next Board meeting. Some discussion was held about terminology used in the financial policies. Instances where the word "may" is used require consideration. It was suggested that Policy C1xx-Purchasing/bidding in the financial policies be changed from stating that "purchases with an anticipated bid amount of \$25,000 or greater shall be advertised in at least one paper with broad general distribution within both Johnson County and Lafayette County" to state "shall be advertised in at least one paper in Johnson County and at least one paper in Lafayette County" for clarification. A notice should also be posted at each branch to tell people to reference the website for information regarding bidding opportunities. Language should be inserted in the section about bidding stating that bids would be solicited according to the rules stated except in cases of emergencies and that the Board has the right to suspend the rules. The Board requested that the section of the statement indicating that bids could be received by e-mail or fax be taken out. The sentence stating "E-mail and fax submissions shall be sealed immediately upon receipt" needs to be removed. Language needs to be inserted indicating that bids shall be received as per the instructions from the Board. The Board felt that the sentence stating "It is expected that the local vendors who wish to do business with the District will offer the lowest possible quote for the item being purchased." was confusing and should be taken out. Some discussion was held about whether or not Board members were allowed to bid. Karen stated that they are allowed to bid but there are some reporting requirements involved and any Board member submitting a bid would not be allowed to participate in the vote regarding the bid. The sentence stating "All purchases of over \$2500 must be reviewed and approved by the Library Director" should be modified to state "must be reviewed and approved by the Library Director and the Library Board in the case of unbudgeted funds except in emergency situations." Karen Hicklin stated that she will make the suggested revisions and send out revised copies to the Board as soon as possible.

E. Service Facilities Guidelines: Karen Hicklin included some service facilities guidelines in the Board packet. There are six levels included and they are based on circulation. These are long term goals and plans to move toward and would require more personnel for the additional open hours. The Board consensus was that it would be good to have some standardization.

F. Set location of next meeting: Debbie Kirchhoff, Branch Manager of the Concordia Branch, requested that the next Board meeting be held at the Concordia Branch to further facilitate discussion regarding a possible new Concordia Branch or ways to improve the

existing branch. The Board consensus was to set the location of the next meeting on February 15th at the Concordia Branch.

7. Director's Report:

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

a. Concordia Building Report: Karen reported that she met with Jeff Peterson and Dale Klussman about constructing a building in a vacant lot in Concordia. Jeff is interested in a lease/purchase arrangement. At the November Board meeting, Karen provided the Board with some information about the powers of a 63-20 corporation, which would be able to sell bonds on behalf of the library for construction and maintenance of buildings. Karen stated that she thought it would be helpful for the Board to hear suggestions from someone who is familiar with 63-20 corporations and with construction projects done by political subdivisions. She reported that she has spoken with Kent Brown who serves as the attorney for the Missouri Public Library Directors. He is familiar with 63-20 and laws affecting political subdivisions, including construction. He would be available to attend the February Board meeting. After some discussion, it was decided that Karen Hicklin and Scotty Walker would make an appointment to speak to Kent Brown when they visit Jefferson City for Library Legislative Day on February 6th and report back to the rest of the Board.

b. Evaluations: Karen reported that the staff have been working on staff evaluations and should have the majority of them finished by the end of the month. The evaluations consist of questions related to the employee's goals, satisfaction and frustrations related to their job.

c. Library Legislative Day: Karen and Scotty Walker will attend Library Legislative Day to promote library advocacy with our legislators on February 6th.

d. Worker's Compensation Audit: Anita Ewing worked with Dean Crowell, the worker's compensation auditor from Missouri Employers Mutual to provide the information that he requested. He asked for certificates of worker's compensation insurance from the contractors and cleaners we had used. Tri-State Roofing did not provide a certificate of insurance. The worker's compensation company sent Trails a bill for \$33,000 because the roofer did not have worker's compensation insurance. Karen Hicklin is working with Don Seward from our insurance agency to get this reduced or eliminated. From now on anyone we do business with will have to provide a certificate stating that they carry worker's compensation insurance. Karen will keep the Board informed about this situation.

e. Salary scale adjustments: Karen stated that it has been a long time since our salary scale has been reviewed. She asked the Board if that should be done by the Board/staff benefits committee or another committee should be formed. The benefits committee agreed to also review the salary scale and set their next meeting for January 24th at 6:00 p.m.

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 handed out copies of the January calendar that the Programming Team distributed to the branches. Alicia announced upcoming Chimps and Chumps performances and an upcoming adult program on February 13th at 7:00 p.m. at the Holden Branch about Pioneer Women.

b. Collection Services: Anita announced that Jeanne Short from Odessa has resigned and we will be advertising for a replacement 19 hour circulation assistant for the Odessa Branch. Anita also announced that we have received a reconsideration request on a DVD.

c. Facilities and Technology: Bill Thoms reported that he is continuing to work on getting all the firewalls up and running. He was successful in getting Waverly completed. Bill said that he would display the new laptop lab that we purchased for staff training after the meeting was adjourned. The Lexington office expansion project is ongoing. Bill is hoping that fixing a faulty blower motor will help with the heating issues experienced by staff in the programming offices. He also purchased an infrared forced air heater unit for the offices. Bill and Paul have installed heat tape on the roof of the building to help with snow buildup. Bill and Karen Hicklin had a quarterly review with the cleaners and talked about needed changes, improvements, etc. Bill stated that the new van is having some issues and he will be going on a test drive with a transmission expert to see if the problem can be determined.

9. Other Business: Karen Hicklin mentioned that this is the first month that we have had reports from the Branch Managers at each branch. The reports were included in the Board packets.

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 February 15, 2007 at the Concordia Branch.

Respectfully submitted,
Alicia Morgan, Recording Secretary