

## **Draft Minutes for Board of Trustees Meeting, July 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 July 19, 2007 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, Sharol McMullin, Joe Blackburn, Carolyn Corson, Peggy Gilmore, Barb Krause, Marilyn Maun and Dr. Foley. Gail Nelson was unable to attend the meeting. Staff attending: Karen Hicklin, Director, Anita Ewing, Bill Thoms, Alicia Morgan and Debbie Kirchhoff. Guests in attendance were Rob Rollings, Dale Klussman, Homer Nierman, Marcus Bodenstab, and Lori Fox.

### **3. Closed Session**

There was no Closed Session held.

### **4. Public Comments:**

There were no public comments.

### **5. Consent Agenda**

#### **a. Minutes of previous meeting**

#### **b. Financial Reports**

##### **i. FY 2007 Library Accounts-Monthly Report**

##### **ii. Receipts & Expenditures, YTD-FY 2007 & FY 2006**

#### **c. Circulation Reports**

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

### **6. Unfinished Business:**

#### **i. Concordia Building**

Dale Klussman gave an overview of the history of our process searching for a new building in Concordia. Moving to a larger facility would allow the library to expand the current services offered there and bring in new ones. Dale received a grant from Aquila to look at the feasibility of using space in the former Unitog building for a possible library. Rob Rollings was hired as the architect to develop a feasible floor plan. Rob met with staff from the library several times to develop a plan. He presented the plan to the Board for their consideration. The plan is for approximately 6,000 square feet of space and would include a quiet reading area, stacks, circulation area, kid's and young adult areas, and an office/break room. He attempted to utilize the space as is as much as possible so there are no real changes to the actual structure. The Board asked about the costs for renting. Mr. Nierman gave an overview about how the cost was determined. Discussion ensued and the Board asked questions about the process and specifications. Mr. Nierman gave the Board a preliminary cost estimate on the rent. The Board thanked the Concordia guests for the information and presentation. The Board assured the guests from Concordia that a decision would be made regarding their proposal in a timely

manner.

## **7. New Business:**

### **A. Rental of empty building in Concordia:**

Karen reported that Lori Fox has expressed an interest in renting the empty building from September through December of this year. She intends to sell craft items. The electric meter has been removed and Karen is waiting to hear from Aquila about the cost of installing a new one. If the Board wishes to rent the building to her, an appropriate amount to charge for rent would need to be determined. The Board might also wish to consider having an attorney draw up a rental agreement. Discussion ensued. Debbie Kirchhoff, Concordia Branch Manager, will make an appointment with Lori to see the building. Karen Hicklin will work on researching the costs involved so that an amount for rent could be determined and Lori will let us know if she is still interested.

### **B. Financial Interest Statement:**

Karen reported that every two years, the library district needs to adopt a resolution establishing and making public our method of disclosing potential conflicts of interest. Karen distributed copies of the resolution that the Board had previously adopted. The Board may adopt a new resolution using the same format as in previous years. Steve Bohall made a motion to adopt a new resolution using the same format as in previous years. Carolyn Corson seconded the motion and the motion was approved.

### **C. UMB Credit Cards:**

Karen reported that when we moved all the library's bank accounts to UMB, we had intended to change our credit cards to UMB as well. UMB requires Board approval of a motion to authorize credit cards with individual limits of \$5,000 for: Karen Hicklin, Anita Ewing, Alicia Morgan, and Bill Thoms; and credit cards with individual limits of \$1,000 for: Karen Churn, Kathy Cox and Paul Landkamer; to be used for purchases made on behalf of Trails Regional Library. Dr. Foley made a motion to authorize credit cards with individual limits of \$5,000 for: Karen Hicklin, Anita Ewing, Alicia Morgan, and Bill Thoms; and credit cards with individual limits of \$1,000 for: Karen Churn, Kathy Cox and Paul Landkamer, to be used for purchases made on behalf of Trails Regional Library. Barb Krause seconded the motion and the motion was approved.

### **D. Direct Debit Payment of Bills:**

Karen stated that she would like to pay some monthly bills using direct debit. This will eliminate the need for writing many checks and ensures that the bills will be paid by the date due. The library will continue to receive the bills by mail. Karen has spoken with the auditor who agrees that payment in this manner may be allowed. The Board would need to approve a motion to allow the establishment of payments using direct debit from the Incidental Account to pay bills for utilities and telephone service.

## **8. Reports:**

### **A. Director's Report:**

- i. Retaining an Attorney:** Karen reported that she has been working with Doug Harris regarding the worker's compensation matter. She asked him about being on retainer as the library's attorney. He suggested a "pay as you go" arrangement.
- ii. Staff Appreciation Event:** Steve Bohall reported that Countryside would be available for a staff appreciation event but not on Sundays. We will try for a Saturday evening like September 22<sup>nd</sup> or 29<sup>th</sup> at 7:00 p.m. Administrative staff will take care of

notifying the rest of the staff and getting a head count for attendance.

**iii. Levy Hearing:** Dr. Foley made a motion that we hold the hearing for the setting of the levy on August 16 at 7:30 p.m. Carolyn Corson seconded the motion and the motion was approved.

#### **B. Assistant Director's Reports**

- i. Collection Services: Anita reported on the new product that we have purchased called My Library DV. It is a downloadable video product and will include some tv shows like Antiques Roadshow and older movies. When it is unveiled to the public, patrons will be able to download the shows and view them at home. We need to do some staff education on the product before we unveil it to the public. Anita also distributed some pictures of the new furniture and circulation desk at the Corder Branch.
- ii. Programming Services: I (Alicia) distributed copies of newspaper articles and press releases that the library has received. I reported that a program for adults will be held on Tuesday, July 24 at the Waverly Branch on the History of Stained Glass Windows and a jazz program will be held at the Warrensburg Branch on July 25 at 7:00 p.m. I distributed some pictures of the new furniture purchased for the Knob Noster Branch.
- iii. Facilities and Technology: Bill reported that he purchased two new computers for the Odessa Branch. He will be rearranging the computer area at the Odessa Branch for better space utilization. Bill reported that issues still exist with the window in the Director's Office and leaking. Some options for fixing this issue are grading away from the building for better drainage or replacing the window. Bill also reported that the roof leak in Odessa has been repaired. Bill is currently working on getting bids for the repairs to the Waverly and Odessa facilities. The parking lots in Warrensburg and Holden need to be pressure washed and re-striped. A local artist is painting the outside wall at the Warrensburg building.

#### **C. Branch Manager's Reports:**

- i. Concordia
- ii. Corder
- iii. Holden
- iv. Knob Noster
- v. Lexington
- vi. Odessa
- vii. Warrensburg
- viii. Waverly

**9. Other Business:** Dr. Foley complimented Karen Hicklin on her budgeting expertise.

**10. Adjournment-**The meeting was adjourned by President, Scotty Walker at 9:40 p.m.

The next regular meeting will be at 7:30 p.m. on August 16, 2007 in the meeting room of the Warrensburg Branch.

Respectfully submitted,  
Alicia Morgan, Recording Secretary