

Draft Minutes for Board of Trustees Meeting, June 21, 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 June 21, 2007 beginning at 7:00 p.m. in the Lexington Branch. President, Scotty Walker, called the meeting to order.

2. Roll Call

Board members attending: Steve Bohall, Scotty Walker, Joe Blackburn, Carolyn Corson, Barb Krause, Dr. Foley and Diane Dunford. Marilyn Maun, Gail Nelson and Peggy Gilmore were unable to attend the meeting. Staff attending: Karen Hicklin, Director, Bethine Daehler and Alicia Morgan. One guest in attendance was Sharol McMullin from Lexington.

3. Closed Session

Carolyn Corson, Board Secretary, reported that Diane Dunford made a motion at 7:05 p.m. to go into closed session to discuss personnel issues pursuant to RSMo 610.021(3). Barb Krause seconded the motion. The motion was unanimously approved. Barb Krause made a motion for the Board to express their confidence in the performance of Karen Hicklin, Director. Dr. Foley seconded the motion and the motion carried. The Board invited Karen to join the closed session. Barb Krause made a motion to adjourn the closed session. Dr. Foley seconded the motion and the motion carried. The closed session was adjourned at 7:55 p.m. The regular session was called to order by President, Scotty Walker at 8:05 p.m.

4. Public Comments:

There were no public comments.

5. Consent Agenda

a. Minutes of Meeting-May 17, 2007

b. Financial Report

c. Circulation Report

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

6. Unfinished Business:

A. Approval of FY 2008 Preliminary Budget: Dr. Foley made a motion to approve the FY 2008 Preliminary Budget. Diane Dunford seconded the motion and the motion carried.

B. Trails Regional Library Foundation:

Approval of appointments: Karen Hicklin reported that Joan Cole has been contacted and has agreed to serve on the Foundation Board. Dr. Foley (Warrensburg), Norma Johnson (Holden) and Joan Cole (Odessa) need to be appointed by the Library Board to serve until July 1, 2011. Dr. Foley will be completing a second term and Norma is filling the term of another member and will begin her first full term. Diane Dunford made a motion to approve all three

candidates for the Foundation Board. Carolyn Corson seconded the motion and the motion carried.

C. Nominees to Library Board:

Approval of Recommendations

Karen Hicklin reported that the terms of Steve Bohall, Diane Dunford, Barb Krause, and Scotty Walker expire on June 30. Diane has served 2 full terms and is not eligible to be re-appointed at this time. Sharol McMullin from Lexington has been recommended as a replacement. Sharol has agreed to be considered. Steve Bohall, Barb Krause and Scotty Walker have all agreed to be re-appointed. Dr. Foley made a motion to approve the re-appointments of Steve Bohall, Barb Krause, and Scotty Walker and also approve the appointment of Sharol McMullin as Diane Dunford's replacement. Carolyn Corson seconded the motion and the motion carried. Karen Hicklin will be sending a letter to the County Commissioners regarding the recommendations.

7. New Business:

A. Resolution to retain an attorney to represent the library:

Karen Hicklin reported that she has been working with Doug Harris on the dispute over the bill from Missouri Employers Mutual Insurance for workers compensation insurance. Doug has suggested that the Board approve a resolution to officially engage him for the case. Dr. Foley made a motion for the Board to officially engage Doug Harris for the dispute over the bill from Missouri Employers Mutual Insurance for workers compensation insurance. Barb Krause seconded the motion and the motion carried. The Board would like Karen to ask Doug Harris about the possibility of him being on retainer for the library.

B. Resolution to close specific records:

Karen Hicklin reported that Doug Harris recommended that the Board approve a resolution to close personnel, litigation and real estate records. A recent court ruling has indicated that unless records are specified to be closed, they are regarded as open records which would be accessible by the public. The broadest resolution would include the closure of all records allowed by section 610.021 but some elements are not a part of our normal activities and we may wish to omit those pieces. Karen recommended that the following records be closed to the public:

1. Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys. However, any minutes, vote or settlement agreement relating to legal actions, causes of action or litigation involving a public governmental body or any agent or entity representing its interests or acting on its behalf or with its authority, including any insurance company acting on behalf of a public government body as its insured, shall be made public upon final disposition of the matter voted upon or upon the signing by the parties of the settlement agreement, unless, prior to final disposition, the settlement agreement is ordered closed by a court after a written finding that the adverse impact to a plaintiff or plaintiffs to the action clearly outweighs the public policy considerations of section 610.011, however, the amount of any moneys paid

- by, or on behalf of, the public governmental body shall be disclosed; provided, however, in matters involving the exercise of the power of eminent domain, the vote shall be announced or become public immediately following the action on the motion to authorize institution of such a legal action. Legal work product shall be considered a closed record;
2. Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor. However, any minutes, vote or public record approving a contract relating to the leasing, purchase or sale of real estate by a public governmental body shall be made public upon execution of the lease, purchase or sale of the real estate;
 3. Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded. However, any vote on a final decision, when taken by a public governmental body, to hire, fire, promote or discipline an employee of a public governmental body shall be made available with a record of how each member voted to the public within seventy-two hours of the close of the meeting where such action occurs; provided, however, that any employee so affected shall be entitled to prompt notice of such decision during the seventy-two-hour period before such decision is made available to the public. As used in this subdivision, the term “**personal information**” means information relating to the performance or merit of individual employees;
 4. Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups;
 5. Software codes for electronic data processing and documentation thereof;
 6. Specifications for competitive bidding, until either the specifications are officially approved by the public governmental body or the specifications are published for bid;
 7. Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected;
 8. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries and lengths of service of officers and employees of public agencies once they are employed as such, and the names of private sources donating or contributing money to the salary of a chancellor or president at all public colleges and universities in the state of Missouri and the amount of money contributed by the source;
 9. Records which are protected from disclosure by law;
 10. Meetings and public records relating to scientific and technological innovations in which the owner has a proprietary interest;
 11. Confidential or privileged communications between a public governmental body and its auditor, including all auditor work product; however, all final audit reports issued by the auditor are to be considered open records pursuant to this chapter;
 12. Records that identify the configuration of components or the operation of a computer, computer system, computer network, or telecommunications network, and would allow unauthorized access to or unlawful disruption of a computer, computer system, computer network, or telecommunications network of a public governmental body. This exception shall not be used to limit or deny access to otherwise public records in a file, document, data file or database containing public records. Records related to the procurement of or expenditures relating to such computer, computer system, computer network, or telecommunications network, including the amount of moneys paid by, or on behalf of, a

public governmental body for such computer, computer system, computer network, or telecommunications network shall be open; and

13. Credit card numbers, personal identification numbers, digital certificates, physical and virtual keys, access codes or authorization codes that are used to protect the security of electronic transactions between a public governmental body and a person or entity doing business with a public governmental body. Nothing in this section shall be deemed to close the record of a person or entity using a credit card held in the name of a public governmental body or any record of a transaction made by a person using a credit card or other method of payment for which reimbursement is made by a public governmental body.

Dr. Foley made a motion to approve a resolution closing to the public the records recommended by Karen Hicklin. Barb Krause seconded the motion and the motion carried.

C. Discussion of filtering policy:

Karen Hicklin reported that the library currently subscribes to a filtering service through our Internet connection provider, MORENet. The filtering software has many categories of activities and websites that can be filtered. By federal law, we are required to filter access to the Internet for persons who are 17 and younger. The library may (but is not required to) allow unfiltered access to anyone over 18. By state law, no one may display materials that would be considered pornographic to children. Karen asked the Board to discuss the kinds of items, if any, over and above which is required by law that they would like to have filtered. The staff will develop a policy that will be reviewed and approved by the Board. The Board consensus was for the staff to develop a liberal policy only filtering what is required by law.

D. Discussion of Odessa building rental:

Karen Hicklin reported that someone is interested in possibly renting the quonset hut at the Odessa Branch. She asked if the Board was interested in renting the building and at what price. The Board consensus was to ask the library's attorney to draw up a possible lease agreement. Any rent received would go into the Odessa building fund. Karen will research some comparable rental buildings to help establish a price.

E. Election of officers: Diane Dunford made a motion for the Board to retain the current set of officers which is as follows: Scotty Walker, President, Steve Bohall, Vice President, Dr. Foley, Treasurer, and Carolyn Corson, Secretary. Joe Blackburn seconded the motion and the motion carried.

8. Reports:

A. Director's Report:

- i. Focus Group Schedule: Karen distributed copies of the focus group schedule to the Board. The date for the focus group meeting for the Board had to be changed. The new date will be July 26 at 6:00 p.m.
- ii. Odessa building: The Odessa building will be receiving new sidewalks. The City of Odessa will be putting in the sidewalks and the library will pay for the curbs and guttering.
- iii. Personnel Policies: Karen reported that the attorney is not finished

reviewing the draft policies yet but we should have them for the next Board meeting.

- iv. MLA: Karen reported that there is grant money available if any of the Board members would like to go to the Missouri Library Association Conference that will be held on October 3-5 in Springfield. Interested Board Members should let Karen know.
- v. Imaginarium: Karen described an idea from Nora and Leslie regarding development of an Imaginarium that would promote exploration of creative projects in arts, sciences and crafts for patrons and staff. Karen suggested that it could possibly be funded through gift funds. Diane Dunford suggested that staff might try applying for grants for funding.
- vi. MORENet: Karen reported that MORENet received an increase in funding which should mean that our libraries will be receiving increased bandwidth for computers over time.
- vii. Knob Noster building: Karen sent a letter renewing the lease for the Knob Noster location. Future Board discussions will include discussions about any other building possibilities in the Knob Noster area.
- viii. Concordia building: Karen reported that a presentation on the floor plan and costs associated with renting the Unitog building will be given at the next Board meeting.

B. Assistant Director's Reports:

- i. Collection Services: There was no verbal report because Anita is on vacation.
- ii. Programming Services: Alicia reported that she and Nora visited the school in Wellington for summer school as Chimp and Chumps (library monkeys) to talk about library cards and the Summer Reading Club. The Summer Reading Club professional performers that we have had so far have been wonderful and patrons have been very happy. Alicia has written a draft document for bidding out our health insurance package. Barb Krause has reviewed it and we will bring it to the August Board meeting for approval. Alicia distributed copies of many press releases and articles in the community newspapers for all of our branch areas and also distributed an events calendar for July that will be available to staff and patrons for events throughout the system.
- iii. Facilities and Technology: There was no verbal report because Bill is attending a conference.

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:**

A. Staff Recognition Event: Steve Bohall reported several ideas regarding locations. The Board consensus was to check with Countryside in Odessa. Steve will talk to them about possible dates.

B. Special Presentation: Scotty Walker presented Diane Dunford with a gift from the Board Members and staff to thank her for her ten years of service with the Board. Karen Hicklin presented Diane with a book in her honor that will be placed in the Lexington Branch.

10. **Adjournment-**The meeting was adjourned by President, Scotty Walker at 9:30 p.m. The next regular meeting will be at 7:30 p.m. on July 19, 2007 at the Warrensburg Branch.

Respectfully submitted,
Alicia Morgan, Recording Secretary