

Draft Minutes for Board of Trustees Meeting, March 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 March 15, 2007 beginning at 7:30 p.m. in the Odessa Branch. President, Scotty Walker, called the meeting to order. Karen Hicklin introduced the staff from the Odessa Branch to the Board. Branch Manager, Linda Washam, gave an update on recent activities at the branch.

2. Roll Call

Board members attending: Steve Bohall, Scotty Walker, Joe Blackburn, Carolyn Corson, Gail Nelson, Marilyn Maun, Peggy Gilmore, Dr. Foley and Barb Krause. Diane Dunford was unable to attend the meeting. Staff attending: Karen Hicklin, Director, Anita Ewing, Bill Thoms, Alicia Morgan, Linda Washam, Kendra Redden and Mary Bailey. Visitors included: Penelope Kuhn.

3. Public Comments:

There were no public comments.

4. Consent Agenda

a. Minutes of Meeting-February 15, 2007

b. Financial Report

c. Circulation Report

Some discussion was held about why circulation figures continue to go up throughout the system. Karen Hicklin mentioned that we are getting many new titles out to all the branches and are being more responsive to patron requests. Anita Ewing mentioned the good job that the Technical Services personnel are doing to catalog our materials in a timely manner and get them out to the public quickly. The change to three branch runs a week is also helping us get materials to the public faster. Alicia Morgan mentioned that all of the great programs throughout the system are bringing in new people, as well as our new focus on marketing and public relations through displays and media contacts. Steve Bohall made a motion to approve the consent agenda. Barb Krause seconded the motion and the motion was unanimously approved.

5. Unfinished Business:

- A. Benefits Committee Recommendation:** The Benefits Committee made up of Scotty Walker, Barb Krause, Diane Dunford, Bethine Daehler, Jeannae Dickerson, Nora Windmeyer, and Anita Love Ewing met for the final time on March 6th. Anita presented the committee's recommendations and points of discussion to the Board for consideration. A written report with proposed changes and discussion items inserted into the benefits portion of the library's current policies had been included in the Board information packet. Anita reviewed each section of the written report with the Board. Karen Hicklin suggested that the Board consent or make changes to each point and then vote on the matter at a later date as part of the overall revision of the personnel policies.
- A. Conditions of Employment: The committee proposed no changes.
 - B. Benefits, Section 1, Parts A, B, C, D and E: The committee proposed no changes.
 - C. Section 1, Part F: The committee's suggested change would be stated as follows, "F.

If a holiday falls on a day that a branch is regularly closed (Tuesday or Thursday) the staff will be paid for that holiday instead of being given an additional day off". The Board Members consented to the change.

D. Section 2. Paid Time Off (PTO): The committee recommended changing sick leave and vacation leave to Paid Time Off. The Board Members consented to the changes recommended by the committee.

E. Section 2, Parts B, C, and D: The Board Members consented to the changes suggested by the committee.

F. Section 2, Part E: The committee suggested a change. The Board Members discussed the change and suggested the following instead, E. Employees are eligible to take PTO as earned.

G. Section 2, Part F: The Board Members consented to the changes recommended by the committee.

H. Section 2, Part G: The Board Members consented to the change recommended by the committee.

I. Section 2, Part H, I, and J: The Board Members consented to the changes suggested by the committee with the addition of the following language, "if the employee goes onto short or long term disability and spends any period of time at work, he or she would earn a pro-rated amount of PTO".

J. Section 3: Bereavement Leave: The Board Members consented to the change recommended by the committee.

K. Section 3, Parts C, D: There were no changes suggested by the committee.

L. Section 4: There were no changes suggested by the committee.

M. Section 5: The section on education leave has been removed since it is addressed in section 5.

N. Section 5, Part B: The Board Members consented to the change recommended by the committee with a change of wording regarding military leave. The wording change would be stated, "A request for military leave may be taken in connection with PTO earned".

O. Section 6: There were no changes suggested.

P. Section 7: Health and Disability Insurance: The Board Members consented to the recommendation of the committee with a change made to the recommendation stating that health and disability insurance benefits would be pro-rated for eligible new hires that work less than 40 hours. Current employees would be grand-fathered in.

Q. Section 7, Part B: The Board Members consented to the committee's recommendation.

R. Section 8: There were no changes.

The Board Members thanked the committee members for all their hard work. A discussion was held about the library's retirement system and how it works. A discussion was held about the procedures for switching from sick and vacation leave to paid time off. Discussion was also held about how to handle situations where the employees current sick and vacation leave is over the maximum of paid time off. Dr. Foley made a motion to approve the Guardian policy for short term and long term disability. Barb Krause seconded the motion and the motion was approved unanimously.

B. Personnel Policies: Karen Hicklin suggested that the personnel policies be addressed

next month.

6. New Business:

A. Worker's Compensation insurance for contractors: Karen Hicklin reported to the Board on the status of our situation with Missouri Employers Mutual. Karen will continue to update the Board as we receive more information. Karen asked for a Board consensus on how to handle contracted work. Our options include requiring all contractors to be able to provide a certificate of worker's compensation coverage or hiring contractors as "employees" that would be covered under the library's coverage. The consensus of the Board is to try to hire contractors that have the ability to produce a certificate of worker's compensation coverage and get estimates on the cost of us covering small contractors.

B. Trustee Memberships in the Missouri Library Association: Karen reported that the cost of trustee memberships in the Missouri Library Association has gone up to \$50.00 per person. The Board Members decided to just purchase a membership for the President of the Board and not the other members.

C. Building Fund Donor Plaque: Karen showed the Board Members the sample donor fund plaque. Everyone was very impressed by the creative design and quality. Peerbolte Creative is working on the project for us. Gail Nelson made a motion that the red oak be used for the plaque. Barb Krause seconded the motion and the motion was approved unanimously.

7. Director's Report:

Written Report: The Board members reviewed the written Director's Report. Karen reported that she found instances where we had been paying sales taxes to some of the utility companies. She is working on obtaining refunds or credits. Karen also reported that she and Dr. Foley had a meeting with representatives from UMB Bank to invest our excess funds so that we can maximize our returns. Karen and Alicia have had two meetings with Debbie (Concordia Branch Manager) to work on possible floor plans for the portion of the Unitog building that is available for us to lease. Debbie's floor plans were very good and Karen will contact Dale and Rob Rollins to set up a meeting with them. Jeff Petersen is still interested in working on a lease/purchase with us and will submit more information.

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. Collection Services: Anita reported that Jeanne Short has been re-hired to fill the open position at the Odessa Branch. Anita is working with Linda Markworth, Corder Branch Manager, to purchase some new furnishings for the Corder Branch. Some accent chairs and end tables have already been purchased and they are working on selecting a new circulation desk.

b. Programming Services: Alicia distributed copies of press releases that Programming Services has put out recently and have been published in the newspapers. Alicia also reported that she is working on a Request For Proposal Document in preparation for bidding out health insurance and that Barb Krause

has offered to help review the first draft.

- c. **Facilities and Technology:** Bill Thoms reported that he had a meeting with a contractor to look at facilities issues at the Odessa Branch and the Waverly Branch. He will get at least two bids per branch. He also reported that he has worked on some plumbing issues at the Knob Noster Branch. We have several bulbs and ballasts that are going bad throughout the system and we will need to develop a plan to deal with this. Bill asked for input from the Board Members regarding purchasing an extended warranty for the new library van. Barb Krause made a motion to purchase the extended warranty and spread it out over monthly payments. Gail Nelson seconded the motion and the motion was unanimously approved.

9. Other Business:

- a. **Concordia Branch:** Penelope Kuhn asked to be recognized to make some comments about the Concordia Branch. Scotty Walker stated that the Board is committed to finding a space for Concordia that is better than the present location but that the Board is not committed to a time line. It is important that enough time is taken for the Board to make the best possible decision for the patrons and the library system.

- 10. Adjournment-**The meeting was adjourned by President, Scotty Walker at 10:15 p.m. The next regular meeting will be at 7:30 p.m. on April 19, 2007 at the Waverly Branch.

Respectfully submitted,
Alicia Morgan, Recording Secretary