

Draft Minutes for Board of Trustees Meeting, May 17, 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 May 17, 2007 beginning at 7:00 p.m. in the Warrensburg Branch. President, Scotty Walker, called the meeting to order.

2. Roll Call

Board members attending: Steve Bohall, Scotty Walker, Joe Blackburn, Carolyn Corson, Gail Nelson, Peggy Gilmore, Barb Krause and Dr. Foley. Marilyn Maun and Diane Dunford were unable to attend the meeting. Staff attending: Karen Hicklin, Director, Anita Ewing, Bill Thoms, and Alicia Morgan. One guest was in attendance Karla Massia, library practicum student from UCM.

3. Closed Session

Carolyn Corson, Board Secretary, reported that Barb Krause made a motion at 7:05 p.m. to go into closed session to discuss personnel issues pursuant to RSMo 610.021(3). Gail Nelson seconded the motion. The motion was unanimously approved. No action was taken in the closed session. Barb Krause made a motion to adjourn the closed session. Gail Nelson seconded the motion and the motion was unanimously approved. The closed session was adjourned at 7:55 p.m. The regular session was called to order by President, Scotty Walker at 8:00 p.m.

4. Public Comments:

There were no public comments.

5. Consent Agenda

- a. Minutes of Meeting-April 19, 2007**
- b. Financial Report**
- c. Circulation Report**

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

6. Unfinished Business:

A. Personnel Policies: Karen Hicklin distributed the revised copies of the Personnel Policies with the changes made by the Board at the last Board meeting. Further discussion was held about the dress code section of the document. It was the consensus of the Board that an attorney be asked for recommendations regarding the dress code section. The Board suggested that the general statement regarding work appropriate dress be changed to dress and appearance.

B. Concordia Building: Karen Hicklin reported that she received another letter from Mr. Peterson with his ideas for a new building for Concordia. Rob Rollings is working on a final color copy of his floor plan for the Unitog site. He will give his drawings to the Concordia Development Corporation so that they can develop an estimate of how much rent would be based on the cost of renovations. We are hoping to receive this estimate in June so that the Board can compare all of our options.

C. Trails Regional Library Foundation

i. Appointments to Board

Karen reported that two people had been recommended from the Odessa area as appointments to the Foundation Board by Linda Washam, Odessa Branch Manager. Scotty will contact Marilyn Maun about the recommendations and will report back at the June meeting. The appointments will go into effect on July 1st.

ii. Use of Foundation funds

The Library Board is being asked by the Library Foundation to consider whether it expected the Foundation to transfer the funds the Foundation received on behalf of the Warrensburg Branch to the library. Discussion ensued. Barb Krause made a motion that the library allow the Foundation to keep the funds and invest them appropriately. Dr. Foley seconded the motion and the motion was unanimously approved. The funds will be put into the Foundation's general fund except for the Guess Who's Coming to Dinner funds which will be designated for Warrensburg and the funds specifically designated for Concordia. It is up to the Foundation to decide how to invest the funds and with what organizations.

D. Nominees to Library Board

Steve Bohall, Diane Dunford, Barb Krause, and Scotty Walker's terms will expire at the end of June. Diane can not be reappointed. Barb, Scotty and Steve agreed to being reappointed if the County Commissioners approve. Diane has suggested a replacement from the Lexington area who is interested in serving on the Board. Diane requested that the Board consider meeting in Lexington for the June meeting to make it easier for the potential new Board member. Discussion ensued about Board and staff recognition. A staff appreciation party will be held by the Board again this year. Dr. Foley, Steve Bohall and Scotty Walker agreed to plan and coordinate the event.

7. New Business:

A. FY 2008 Budget:

Karen told the Board that the budget document is very preliminary since at this point we do not know the tax rate or assessed valuation yet. There will be changes made between now and August. Improvements to the Odessa and Waverly facilities have been included in the proposed budget.

8. Reports:

A. Director's Report: Karen reported that in June the Board should review the budget again and decide on Foundation and Library Board Member replacements. Discussion about our options in Concordia will also be on the agenda since the Board should have the financial information from the Concordia Development Corporation. The Board needs to decide on the attorney they would like to review the personnel policies. Karen solicited cost proposals from two different attorneys/firms. Dr. Foley made a motion to accept Kent Brown's proposal to review our personnel policies. Carolyn Corson seconded the motion and the motion was unanimously approved. Karen reported that a separate focus group for the Board will be needed for the strategic planning grant that she received for the library. The focus group meeting needs to be held in the month of June.

The Board decided to hold the focus group meeting on June 28th at 6:30 p.m. in the meeting room of the Warrensburg Branch. Karen also reported that our lease in Knob Noster will expire in 2008 so the topic of how to proceed in Knob Noster will be on a future agenda.

B. Assistant Director's Reports

- i. Collection Services: Anita reported that a salesman had visited the library and she and other collection team members purchased approximately \$5,000 worth of materials for the system. Anita also stated that we have renewed our membership in the McNaughton paperback collection which will provide the system with romances, cozy mysteries, westerns and general fiction. Anita has placed the new circulation desk for Corder on order and hopefully we will receive by next month's meeting. It is similar to the circulation desk at the Holden Branch. Karen Hicklin and Anita will be going on the branch run on Friday, May 18th, to fill in for the library's courier who is on vacation.
- ii. Programming Services: Alicia reported that she and Julie Dolph checked furniture stores in Knob Noster and Warrensburg for some new furniture for the Knob Noster Branch. Two comfortable chairs and an end table have been placed on order. Julie did a wonderful job picking out her selections. The new furniture should arrive in four to six weeks. Nora, and Alicia performed as Chimp and Chumps in Odessa on May 17th and 18th along with Kendra Redden from the Odessa Branch. Two adult programs will be held in June. One in Knob Noster on June 7th at 7:00 p.m. about the Santa Fe Trail and one in Corder at 7:00 p.m. on June 19th called America's Abundance.
- iii. Facilities and Technology: Bill reported that the Technology Plan has been submitted to the State and is good for the next three years. Bill reported on a water leak issue in Karen Hicklin's office and a roof leak issue in Odessa. He also reported that he had received a grant from the State Library to attend a computer workshop on hacking. He was one of very few individuals approved to attend the workshop.

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: Karen was appointed to a task force for the State Library. Bill reported that an individual contacted him interested in the shelving in the Maintenance Building. He will follow up on this.

10. Adjournment-The meeting was adjourned by President, Scotty Walker at 10:05 p.m. The next regular meeting will be at 7:30 p.m. on June 21, 2007 at the Lexington Branch.

A closed session to discuss personnel issues pursuant to RSMo 610.021 (3) will be held at 7:00 p.m. on June 21, 2007 at the Lexington Branch.

Respectfully submitted,
Alicia Morgan, Recording Secretary