

## **Draft Minutes for Board of Trustees Meeting, November 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 November 15, 2007 at the Warrensburg Branch. President, Scotty Walker, called the meeting to order at 6:45 p.m.

### **2. Roll Call**

Board members attending: Joe Blackburn, Gail Nelson, Scotty Walker, Carolyn Corson, Marilyn Maun, Dr. Foley and Steve Bohall. Barb Krause, Sharol McMullin and Peggy Gilmore were unable to attend. Staff attending: Karen Hicklin, Director, Bill Thoms, Anita Ewing, and Alicia Morgan. Guests were Penelope Kuhn, George Kuhn, Chuck Mason, Kristel Spies, Kelly Scrutchfield, Bob Unrath, Alan St. John, Sue Myers, and Michelle Meloy.

**3. Discussion of Facilities Plan:** Karen Hicklin distributed Facilities Information Notebooks to the Board Members. She introduced Alan St. John who had helped the library with our strategic plan and Bob Unrath, a facilities planning expert. Both gave advice to the group on developing a facilities plan for the system. Discussion ensued. Bob Unrath recommended that the library system contact some architectural firms to find out how much it would cost to update the library's facilities study to include lists for each branch of specific needs and costs with priority ratings. The Board gave approval to Karen Hicklin to find out the cost of updating the facilities study.

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

Public comments were made by the guests at the meeting. Discussion ensued. No action was taken.

### **5. Consent Agenda**

Dr. Foley made a motion to approve the consent agenda. Gail Nelson seconded the motion. The motion was unanimously approved.

### **6. Closed Session**

Dr. Foley made a motion for the Trails Regional Library Board to go into executive session pursuant to MoRS 610.021(2) to discuss real estate matters. Carolyn Corson seconded the motion. The roll call vote is as follows: Marilyn Maun approved the motion, Gail Nelson approved the motion, Carolyn Corson approved the motion, Joe Blackburn approved the motion, Steve Bohall approved the motion and Dr. Foley approved the motion. Scotty Walker called the executive session pursuant to MoRS 610.021(2) to order at 8:30 p.m. Dr. Foley made a motion to reject the submitted bids because they did not meet the criteria and solicit bids using the same criteria without a minimum bid amount included in the advertisement for the bid. Marilyn Maun seconded the motion. The roll call vote is as follows: Marilyn Maun approved the motion, Gail Nelson approved the motion, Carolyn Corson approved the motion, Joe Blackburn approved the motion, Steve Bohall approved the motion and Dr. Foley approved the motion. The motion was unanimously approved. Gail Nelson made a motion to go back into regular session at 9:00 p.m. Joe Blackburn seconded the motion. The roll call vote is as follows: Joe Blackburn approved the

motion, Steve Bohall approved the motion, Marilyn Maun approved the motion, Gail Nelson approved the motion, Dr. Foley approved the motion and Carolyn Corson approved the motion. The motion was unanimously approved.

## **7. Unfinished Business:**

**A. Review of bids for Concordia building:** See Closed Session above.

**B. Discussion of Personnel Policies:** The Board discussed the personnel policies. Some suggestions for changes were made. Steve Bohall made a motion to approve the personnel policies with the changes that were suggested. Marilyn Maun seconded the motion. Dr. Foley abstained from the vote. The motion was approved.

**C. Review of bids for Janitorial Services:** Three bids were received: Kristel Clean Service-Route 1 & 2 \$1,277.50, A &D Janitorial-no bid for Route 1 and bid for Route 2 of \$692.00, M&M Cleaning Service-Route 1 and 2 \$1,513.42. Karen Hicklin recommended that the Board accept the bid from Kristel Clean Service. Dr. Foley made a motion to accept the bid from Kristel Clean Service which is the lowest bid for both routes. Marilyn Maun seconded the motion and the motion was unanimously approved.

## **8. New Business:**

**A. Approval of Salary Scale for hourly employees:** Karen Hicklin reminded the Board that the Missouri Minimum Wage will be increasing from \$6.50 to \$6.65 on January 1, 2008 and this will be a mandatory change to the salary scale and will impact employees on step one of the scale. Other changes need to be made to the scale so Karen distributed possible scenarios to the Board for study and consideration at a future date. Dr. Foley made a motion to establish step one of the salary scale at \$6.65 with no additional increases to the scale until the Board has a chance to study the salary scale scenarios presented by Karen. Joe Blackburn seconded the motion and the motion was unanimously approved.

**B. Discussion of Library Service policies:** Karen asked the Board for permission to send the Library Service policies to an attorney for review. Gail Nelson made a motion to retain an attorney to review the Library Services Polices. Dr. Foley seconded the motion and the motion was unanimously approved.

**C. Discussion of Knob Noster location:** Karen reported that she and Alicia toured some possible locations for the Knob Noster Branch but none seemed suitable at this time. Karen is discussing renewal of our rental agreement with the current landlord. No action was taken.

**D. Health Insurance Rates for Employees:** Don Seward from Insurance & Benefits Group reported to the Board that we will experience a .1 percent decrease in the rate per person in the coming year for health insurance. No action was taken.

**E. Life Insurance Benefit:** Karen reviewed details of the current life insurance benefit offered to employees. Don Seward from Insurance Benefits reviewed details of a life insurance benefit from Guardian that he proposed to the Board. Steve Bohall made a motion for the Board to accept the proposal from Guardian proposed by Don Seward from Insurance & Benefits Group for the employee's life insurance. Gail Nelson seconded the motion and the motion was unanimously approved.

**9. Announcements:**

**a. Bequest to Holden Library:** Karen reported that a bequest has been made to the Holden Branch by John Martin. We have received the first payment of \$30,000. No action was taken.

**b. Collection growth at branches:** Karen distributed an information sheet on the amount of new materials each branch in the system has been receiving that showed that Trails is making substantial increases to collections at each branch. This also demonstrates the importance of weeding to make room for all the new materials. No action was taken.

**c. Concordia Friends of the Library:** Karen reported that the Friends in Concordia are having difficulties finding people to become officers. Discussion ensued. No action was taken.

**d. Summer Reading Program Tee-shirts:** Alicia distributed the color catalog showing the Summer Reading Program tee-shirts and gave each Board Member information about how to order tee-shirts if they are interested.

**e. Mary Ann Marshall:** Karen reported to the Board that Mary Ann Marshall, former Children's Librarian at Trails, had passed away. Memorial donations are to go for children's programming at Trails.

**10. Adjournment:** The meeting was adjourned by President, Scotty Walker, at 10:00 p.m. The next regular meeting will be at 7:30 p.m. on January 17, 2007 at the Holden Branch.

Respectfully submitted,  
Alicia Morgan, Recording Secretary