

## **Draft Minutes for Board of Trustees Meeting, September 20, 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 September 20, 2007 beginning at 7:30 p.m. at the Leeton School. President, Scotty Walker, called the meeting to order.

### **2. Roll Call**

Board members attending: Steve Bohall, Sharol McMullin, Joe Blackburn, Peggy Gilmore, Gail Nelson, Scotty Walker, Carolyn Corson and Barb Krause. Marilyn Maun and Dr. Foley were unable to attend. Staff attending: Karen Hicklin, Director, Bill Thoms, Anita Ewing, and Alicia Morgan. Guests were Chuck Mason, Managing Editor of the Concordian, and his wife, Vicki. Kristel Spies and Kelly Spies were in attendance.

### **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 2008 Library Accounts-Monthly Report**

##### **ii. Receipts & Expenditures, YTD-FY 2008 & FY 2007**

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

#### **d. Staff Reports**

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

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

There was no unfinished business.

### **7. New Business:**

**A. Approval of Leeton Express Branch Resolution:** The following resolution was proposed for the Leeton Express Branch:

Whereas it is the mission of Trails Regional Library to provide open access to informational, recreational and cultural library materials and services that support and enrich the lives of individuals and communities it serves; and to uphold the public's freedom of access to information, and

Whereas the Trails Regional Library continues to examine alternative, cost-effective means of providing convenient access to its materials and services for the residents of the Library

District, and

Whereas the residents of the Leeton R-X School District have expressed the desire to receive public library services at the Leeton School Library,

Be it resolved that:

The Trails Regional Library Board of Trustees hereby enters into a cooperative agreement with the Leeton R-X Board of Education to establish public library services to district students and patrons. The expressed goal of this cooperative agreement is to enhance the quality of life of district students and patrons by increasing the availability of outstanding educational and library media resources.

Carolyn Corson made a motion to approve the Leeton Express Branch Resolution. Barb Krause seconded the motion and the motion was unanimously approved.

**B. Approval of FY 2007 Audit:** Dave Cochran from Cochran, Head and Vick Accounting Firm presented the results of the audit. The report is unqualified. He reported that significant progress was made on developing a comprehensive accounting manual. Carolyn Corson made a motion to approve the Fiscal Year 2007 audit. Gail Nelson seconded the motion and the motion was unanimously approved.

**C. Presentation of Strategic Plan:** Alan St. John, the facilitator for the strategic planning process, presented the results of the meetings held with the public and the staff to the Board. The key areas considered in the process were programming, collections, technology and general topics. The staff created action plans for the programming, collections and technology suggestions. The facilities section was left for the Board to action plan. Alan distributed a sample Facilities Master Plan. He suggested a facilitator that would be able to help the Board prepare a Facilities Master Plan for Trails. Work on a plan for the Concordia Branch will continue while the Master Plan is being developed. The Board thanked Alan for all of his hard work on the plan. Barb Krause made a motion to approve the Strategic Plan as presented with the understanding that the Facilities Plan will be completed by the Library Board in the future. Gail Nelson seconded the motion and the motion was unanimously approved.

**i. Schedule Facilities Planning Meeting:** The Board consensus was to contact Bob Unrath, the facilitator suggested by Alan, to see if he could work with the Board on a Facilities Master Plan. Barb Krause made a motion to contact Bob Unrath to see if he could come to the October 18<sup>th</sup> Board Meeting to work on the Facilities Master Plan with the Board and to have the meeting in Warrensburg starting at 6:00 p.m. (pizza will be provided). Joe Blackburn seconded the motion and the motion was unanimously approved.

**D. Discussion of FY 2009 Salary Scale:** The consensus of the Board is for Karen Hicklin to bring any proposed changes to the Board for their discussion and consideration.

**E. Discussion of Knob Noster Facility:** The Board would like Karen Hicklin to start discussions with the landlord regarding our lease for the Knob Noster Branch.

**F. Discussion of use of logo by Foundation:** Carolyn Corson made a motion to allow the Foundation Board to use the Trails Regional Library logo. Gail Nelson seconded the motion and the motion passed unanimously.

**G. Discussion of specifications for cleaning services:** Bill Thoms reviewed the specifications for cleaning services with the Library Board. The library system's current cleaning contract ends on October 1<sup>st</sup>. Bill proposed a 12 month contract starting on January 1<sup>st</sup> for the new cleaning contract. Carolyn Corson made a motion that the Board exercise their right to continue to contract with the existing cleaning contractor, M and M Cleaning Services, on a month by month basis for the same weekly rate of service from now until December 31<sup>st</sup>. Barb Krause seconded the motion and the motion was unanimously approved. The due date for insurance for bidders was changed by the Board from one week to November 30 in the specifications. An addition was made to the task list to clean windows and glass doors if not decorated. The bids should be submitted showing the cost per branch per week. Karen Hicklin gave the Board Members an alternate cleaning option proposed by one of the Branch Managers. The branches could be cleaned very thoroughly once a week by a professional and the staff could be responsible for the day to day trash and general cleaning. Karen checked with the rest of the Branch Managers regarding this option and all of them were interested. Bill pointed out that the specifications allow for a bidder to bid on any or all of the branches. Steve Bohall made a motion to approve the specifications for cleaning services. Barb Krause seconded the motion and the motion was approved unanimously.

**8. Announcements:**

**A. Staff Appreciation Dinner-September 29<sup>th</sup>, 6 p.m.:** The dinner will be held at Countryside Family Dining Bakery and Gifts in Odessa.

**Meeting location for October 18, 2007:** The Board decided to have the October Board meeting in the meeting room of the Warrensburg Branch.

**9. Adjournment:** The meeting was adjourned by President, Scotty Walker, at 9:25 p.m. The next regular meeting will be at 6:00 p.m. on October 18, 2007 at the Warrensburg Branch.

Respectfully submitted,  
Alicia Morgan, Recording Secretary

