

Draft Minutes for Board of Trustees Meeting, February 28, 2008

(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 February 28, 2008 at the Waverly Branch. President, Scotty Walker, called the meeting to order at 7:30 p.m.

2. Roll Call

Board members attending: Joe Blackburn, Scotty Walker, William Foley, Steve Bohall, Barb Krause, Sharol McMullin, Peggy Gilmore and Gail Nelson. Carolyn Corson and Marilyn Maun were unable to attend. Staff attending: Karen Hicklin, Director, Bill Thoms, Anita Ewing, Alicia Morgan, Linda Burkhardt, and Dorothy Skinner. Guests were Penelope Kuhn and Chuck Mason.

3. Public Comments

There were no public comments.

4. Consent Agenda

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

5. Closed Session-There was no closed session.

a. Pursuant to 610.021(1), 610.021(2), 610.021(3) or 610.021(13)

6. Unfinished Business:

A. Discussion of Facilities Review Proposal: Karen Hicklin clarified information given to the Board at the last Board meeting. The Warrensburg and Holden Branches were not included in the facilities review to be done by Clark-Enersen Partners. Karen proposed an alternative plan for the facilities review process. She suggested that Administrative Staff prepare a set of criteria for basic needs with priority rankings for the Board to consider at a facilities planning meeting. Steve Bohall made a motion that the Board re-consider the decision made last month to approve the proposal from Clark-Enersen Partners to update the Facilities Review they did in 2001. Sharol McMullin seconded the motion. The motion was unanimously approved. Steve Bohall made a motion that the Board adopt Karen Hicklin's alternative plan. Sharol McMullin seconded the motion. The motion was unanimously approved.

7. New Business:

A. Review of Branch Needs List: Karen Hicklin distributed a list of needs prepared by the Branch Managers. Barb Krause made a motion that the Library Board use the list as a guideline. William Foley seconded the motion. The motion was unanimously approved.

B. Review of Revised Mission Statement: Karen Hicklin reviewed the revised Mission Statement, and new Vision Statement and Guiding Principles with the Board. William Foley made a motion to approve the new Mission Statement, Vision Statement, and Guiding Principles. Barb Krause seconded the motion. The motion was approved unanimously.

C. Discussion of Knob Noster building: Karen informed the Board that Jeff Neer, a contractor in Knob Noster, has expressed an interest in constructing a new facility in Knob Noster. He has made some preliminary sketches of a building and knows of a lot for sale that would be of a suitable size. Karen made him aware that the Board would be unable to give him a firm answer until it has completed its facilities review. The Board concurred.

D. Review of Board meeting brochure: Discussion was held about a brochure that Karen created based on one distributed at the Warrensburg City Council meetings. The brochure includes information for the public about the Library Board and how it operates. The Board would like to have copies of the brochure available for the public at the next Board meeting.

E. Microfilm Reader Printers: Karen reviewed information with the Board on the microfilm reader printers at the Odessa and Lexington Branches. The machines at both branches are broken. We have attempted to find someone to repair them but because of the age of the machines, we have not been successful. The library would like to purchase two new machines, one for Odessa and one for Lexington. Purchasing the machines will put the budget slightly over in the furniture and equipment category. Barb Krause made a motion for the library to purchase the two new microfilm reader printers, one for Odessa and one for Lexington. Sharol McMullin seconded the motion and the motion was unanimously approved.

F. Summer Reading Program Catalog: Discussion was held about a system wide Summer Reading Program Catalog created by Alicia Morgan. The library would like 3,000 to 5,000 copies for distribution to our patrons. A portion of the funding for the printing would come out of the Programming budget. Karen requested that the rest of the funding be transferred from the Cena Christopher Draper gift fund. Dr. Foley made a motion to approve the brochure and use up to \$3,500 of the Cena Christopher Draper gift fund for printing the necessary copies. Barb Krause seconded the motion and the motion was unanimously approved.

G. Discussion of Alternative Plan for Cleaning Service: Karen asked the Board for permission for staff to prepare a plan for using in-house cleaning staff. Permission was given.

H. Library Advocacy Day: Karen gave an overview of current legislation impacting libraries.

8. Board Training: Karen reviewed the Financial Responsibilities of the Library Board.

9. Adjournment: The meeting was adjourned by President, Scotty Walker, at 9:30 p.m. The next meeting will be at 7:30 p.m. on March 19, 2008 at the Warrensburg Branch.

Respectfully submitted,
Alicia Morgan, Recording Secretary

