

Draft Minutes for Board of Trustees Meeting, January 17, 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 January 17, 2008 at the Holden Branch. President, Scotty Walker, called the meeting to order at 7:30 p.m.

2. Roll Call

Board members attending: Joe Blackburn, Scotty Walker, Carolyn Corson, Dr. William Foley, Steve Bohall, Barb Krause, Sharol McMullin and Peggy Gilmore. Gail Nelson and Marilyn Maun were unable to attend. Staff attending: Karen Hicklin, Director, Bill Thoms, Anita Ewing, Alicia Morgan and Jeannae Dickerson. Guests were Penelope Kuhn, Kristel Spies, Donna Chaney, Amie Tillotson, Fran Yoder, Marge Brunner, Janet West, Chuck Mason and Vicki Mason.

3. Public Comments

Members of the Holden Friends presented ideas about raising money to purchase a reader board for the Holden Branch to publicize library activities at the Branch. They will do further research and present three or four possibilities with sizes and prices to the Board at the February Library Board meeting. Penelope Kuhn from Concordia presented information about an equipment fund for the needs of the Concordia Branch.

4. Consent Agenda

Dr. William Foley made a motion to approve the consent agenda. Barb Krause seconded the motion. The motion was unanimously approved. Penelope requested an explanation of "Branch Funds". Karen Hicklin explained that "Branch Funds" are funds that the Branch receives from book sales or magazine sales and they are at the Branch Manager's discretion to spend.

5. Unfinished Business:

A. Review bid for building in Concordia: Postponed to Closed Session below.

B. Ratify approval of bills from December 2007: The December bills were approved unanimously by all 9 voting members of the Board (Scotty Walker did not vote). Dr. William Foley made a motion to ratify approval of the December 2007 bills. Barb Krause seconded the motion and the motion was unanimously approved.

C. Discussion of Cleaning Services: Kristel Spies of Kristel Klean Services called in late November to inform the library that she would be unable to fulfill the contract for cleaning services. To provide the staff and the Board with an opportunity to discuss the services needed, Bill has negotiated with our current service to continue at least until June 30. Bill will develop specifications and bring them to a future meeting of the Board for discussion if the Board agrees. The Board agreed that Bill's plan is acceptable. No action was taken.

6. New Business:

A. Discussion of proposed salary scale: At the November Board meeting, Karen

Hicklin had distributed draft copies of a revised salary scale for the Board to consider. Discussion ensued. Dr. William Foley made a motion to approve the revised salary scale. Barb Krause seconded the motion and the motion carried unanimously. Discussion ensued regarding part time (under 40 hour) employees paying proportional amounts for their health insurance benefits. Barb Krause made a motion for part time (under 40 hour) employees to begin paying proportionally for their health insurance benefits starting July 1, 2008. Dr. William Foley seconded the motion. The motion was unanimously approved.

B. Discussion of Facilities Review Proposal: Karen Hicklin included in the Board packets, copies of a proposal from Clark-Enersen Partners to update the Facilities Review they performed in 2001. Discussion ensued. Barb Krause made a motion to approve the proposal from Clark-Enersen for \$10,905 which includes all costs associated with visiting each building (including Holden), including those which are leased, and providing the same type of evaluation as the other proposal. Steve Bohall seconded the motion and the motion was unanimously approved.

C. Discussion of payment for unused vacation: In July 2007, the library paid employees for unused vacation. After July, there were 4 employees who had additional unused vacation hours. One of those employees has experienced an unexpected personal situation and it would be helpful for her to receive in January the amount which would have been paid to her in July. Carolyn Corson made a motion to authorize payment to that individual in January for unused vacation. Dr. William Foley seconded the motion and the motion was approved.

D. Discussion of performance evaluation of Director: The Board will utilize the same procedures that they used last year for the Director's evaluation in June.

E. Discussion of trademark for logo: Karen asked the Board if they had any interest in pursuing a trademark of the logo. The Board would not like to pursue a trademark of the logo at this time.

F. Discussion of proposal from Programming Committee: A report from the Programming Committee with a recommendation to hire a Children's Programmer was included in the Board packet. Dr. William Foley made a motion to approve hiring a Children's Programmer. Carolyn Corson seconded the motion and the motion was unanimously approved.

G. Discussion of Employee Assistance Program: Karen reported that she made a decision to return to New Directions which had provided our Employee Assistance Program previously. The Board agreed with Karen's decision and no action was taken.

7. Closed Session:

Barb Krause 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. Dr. William Foley seconded the motion. The roll call vote is as follows: Carolyn Corson approved the motion, Joe Blackburn approved the motion, Steve Bohall approved the motion, Dr. William Foley approved the motion, Peggy Gilmore approved the motion, Sharol McMullin approved the motion and Barb Krause approved the motion. Scotty Walker called the executive session pursuant to MoRS 610.021(2) to order at 9:28 p.m. Dr. Foley made a motion to accept the bid of \$5,000 from Jeffrey L. Peterson, upon concurrence by the library's attorney after his

review of the bid. Barb Krause seconded the motion. The roll call vote is as follows: Carolyn Corson approved the motion, Joe Blackburn approved the motion, Dr. William Foley approved the motion, Peggy Gilmore approved the motion, Sharol McMullin approved the motion, and Barb Krause approved the motion. Steve Bohall respectfully voted against the motion. The motion was approved. Barb Krause made a motion to go back into regular session at 10:00 p.m. Dr. William Foley seconded the motion. The roll call vote is as follows: Joe Blackburn approved the motion, Sharol McMullin approved the motion, Barb Krause approved the motion, Dr. William Foley approved the motion, Carolyn Corson approved the motion, Peggy Gilmore approved the motion, and Steve Bohall approved the motion. The motion was unanimously approved.

8. Board Training: postponed until the next Library Board meeting.

9. Adjournment: The meeting was adjourned by President, Scotty Walker, at 10:10 p.m. The next regular meeting will be at 7:30 p.m. on February 21, 2008 at the Waverly Branch.

Respectfully submitted,
Alicia Morgan, Recording Secretary