

## **Draft Minutes for Board of Trustees Meeting, August 20, 2009**

(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 met on August 20, 2009 at the Concordia Branch. President, Scotty Walker, called the meeting to order at 7:30 p.m.

### **2. Roll Call**

Board members attending: Scotty Walker, Janet West, Barb Krause, Sharol McMullin, Chad Nixon, Gail Nelson, Steve Bohall, Joe Blackburn and Carolyn Corson. Mike Jinks was unable to attend. Staff attending: Karen Hicklin, Director, Anita Ewing, Bill Thoms, Debbie Kirchhoff and Alicia Morgan.

**3. Public Comments-**Carolyn Corson distributed an article from the Powell Gardens "Garden Culture Class Schedule" featuring Board Member, Janet West, reading to children. Debbie Kirchhoff gave an excellent report on current activities at the Concordia Branch.

**4. Consent Agenda:** The draft July Board meeting minutes need to be changed from stating "Sharol McMullin nominated Mike Jinks to serve as Treasurer" to "Sharol McMullin made a motion to elect Mike Jinks as Treasurer". Barb Krause made a motion to approve the consent agenda with the above stated change to the July minutes. Sharol McMullin seconded the motion. The motion was unanimously approved.

**5. Unfinished Business:** There was no unfinished business.

### **6. New Business:**

**A. Approval of levy:** Karen Hicklin reported that the maximum levy that can be approved for the 2009 tax year is .2611 per \$100 valuation. The FY 2010 budget has been developed using revenue figures based on that levy. Carolyn Corson made a motion to set the library's levy at .2611 per \$100 valuation. Gail Nelson seconded the motion and the motion was unanimously approved.

**B. Approval of the FY 2010 Salary Scale:** Karen Hicklin presented the FY 2010 Salary Scale to the Board. Discussion ensued. Sharol McMullin made a motion to approve the FY 2010 Salary Scale. Janet West seconded the motion and the motion was unanimously approved.

**C. Approval of the FY 2010 Budget:** Karen Hicklin presented the FY 2010 Budget to the Board. Discussion ensued. Barb Krause made a motion to approve the 2010 Budget with the salary increases to be effective with this pay period. Steve Bohall seconded the motion and the motion was unanimously approved.

**D. Credit Card Limit:** Karen Hicklin asked the Board to increase the credit card limit for staff member, Paul Landkamer to \$2,000 to enable Paul to print postage online and purchase stamps for the library. The library will not continue to lease the Pitney Bowes mailing machine. The total credit limit for the library will remain at \$25,000. Chad Nixon made a motion to increase the credit card limit for Paul Landkamer to \$2,000. Barb Krause seconded the motion and the motion was unanimously approved.

**E. Facsimile stamp for Treasurer:** Karen Hicklin asked the Board for permission to approach Treasurer, Mike Jinks, about having a facsimile stamp made for him. The Board consensus was approval to ask Mike Jinks.

## **7. Discussion and Announcements:**

**A. Knob Noster building project:** Karen Hicklin reported that she has discussed grant opportunities with Scott Paterson, Prairie Rose Resource Conservation and Development Coordinator (RC&D). Karen also attended a meeting of the RC&D Board, which agreed that Scott could pursue grant opportunities on the library's behalf for the construction of a new facility in Knob Noster. Discussion ensued. The Board consensus was for Karen to pursue this effort.

**B. Grant writing:** Karen reported that she believes that the Trails Regional Library Foundation could pursue some additional funding through grants to coordinate with Scott Paterson's efforts. Karen asked the Board if this was a responsibility that they would like the Director to undertake. Discussion ensued. The Board consensus was for Karen to pursue additional funding through grants.

**C. Property and Casualty Insurance:** Karen Hicklin reported that the existing insurance policy for property and casualty insurance expires in October. At the time, the Board anticipated that the insurance would be bid every three years. The library's policy now stipulates that insurance is bid no less than every six years. Karen asked the Board if they wished to request bids for property and casualty insurance (last bid in Fall, 2006) this year or wait until October 2012. The Board consensus was to wait until October 2012.

**D. Financial Services:** The Board consensus was to bid for financial services in Fall 2010.

**E. Benefits Agent:** The Board consensus was to bid for a benefits agent in Fall 2014.

**F. Audit:** The Board consensus was to bid the audit in Spring 2013 or Spring 2014.

**G. Strategic Planning:** Karen Hicklin distributed a quarterly update to the Board for the Strategic Plan. We will soon need to start working on a new strategic plan. Karen will pursue a grant from the Missouri State Library to fund putting together a new strategic plan. Karen would like to find a consultant with a library background to assist the library in creating the new plan. This may cost more and therefore we can not visit all the branches for public input.

**H. Turning the Page Gates Grant Workshop:** Karen announced that she will be attending a workshop for the Gates Grant that the library received. The Lexington and Knob Noster branches are receiving funds. Two additional people can attend, including Board Members or community leaders. Board Members interested in attending should contact Karen prior to October 9<sup>th</sup> (registration deadline).

**I. Financial Policies:** Karen included a handout in the Board Member's folders. New Board Members have this information in their Board manual.

**J. Guess Who's Coming to Dinner:** Karen Hicklin announced that the Guess Who's Coming to Dinner Fundraising Event will be held on September 27<sup>th</sup>.

**K. Thank you from Denny Hoskins:** Karen read a thank you note from Denny Hoskins to the library for hosting meetings at several of the branches.

**8. Closed Session:** There was no closed session

**9. Adjournment:** The meeting was adjourned by President, Scotty Walker, at 8:55 p.m. The next meeting will be at 7:30 p.m. on September 17, 2009 at the Holden Branch.

Respectfully submitted,  
Alicia Morgan, Recording Secretary