

## **Draft Minutes for Board of Trustees Meeting, November 19, 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 November 19, 2009 at the Knob Noster 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, Gail Nelson, Steve Bohall, Joe Blackburn and Chad Nixon. Mike Jinks and Carolyn Corson were unable to attend. Staff attending: Karen Hicklin, Director, Bill Thoms, Anita Love, Julie Dolph and Alicia Morgan. Penelope Kuhn was present as a guest.

**3. Public Comments-**Julie Dolph, Knob Noster Branch Manager, gave an excellent report on activities at the Knob Noster Branch. There were no other public comments.

**4. Consent Agenda:** Barb Krause made a motion to approve the consent agenda. Sharol McMullin seconded the motion. The motion was unanimously approved.

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

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

**A. Personnel Policies:** Karen Hicklin presented some revisions to the personnel policies. The revisions have been reviewed and approved by the library's attorney. Revision #1 is to Personnel Policy F203-Leave, regarding the section on unpaid leave. That section creates some confusion and misinterpretation and staff recommends that it be deleted. Revision #2 is to add the following paragraph to Personnel Policy F309-Work Schedules: "Employees will be provided a work schedule by their supervisor. Temporary or permanent changes to an employee's daily work schedule must be approved in advance by his or her supervisor". Karen Hicklin also presented a revised Family and Medical Leave/Military Family Leave Policy drafted by the library's attorney to the Board for approval. Gail Nelson made a motion to approved the suggested revisions to the personnel policies as presented by Karen Hicklin and to approve the revised Family and Medical Leave/Military Family Leave Policy drafted by the library's attorney. Janet West seconded the motion and the motion was unanimously approved.

**B. Health and Life Insurance:** Karen Hicklin explained to the Board that the library's insurance agent was able to keep the cost for health insurance for next year for the staff at the limit previously voted on by the Board. Karen explained that the library has been paying for ten percent of the cost of providing base life insurance for the staff. The full cost for base life insurance for the entire staff is nominal (\$3.40 per employee) and if the library paid the full cost, administrative paperwork would be decreased. Barb Krause made a motion for the library to pay the full cost of the base life for each employee. Chad Nixon seconded the motion and the motion was unanimously approved.

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

**A. Report on Lexington Renovations:** Bill Thoms provided a power point presentation

on the upcoming planned renovations to the Lexington Branch.

**B. HVAC for Technical Services:** Bill Thoms presented the RFP for HVAC for the Technical Services section of the Warrensburg Branch building.

**C. Library Shirts:** Karen Hicklin presented a thank you note from staff regarding the library shirts.

**D. Change to customary agenda:** Karen Hicklin explained that she will be leaving the line about a possible closed session off the agendas from now on unless there is a specific need for it.

**E. Odessa building:** Karen Hicklin suggested that the library staff research the cost associated with having a structural engineer look at the current Odessa Branch buildings to provide an opinion on the feasibility of their future use. The Board consensus was for Karen to find out how much it would cost for a structural engineer to look at the buildings.

**F. Knob Noster building:** Some possibilities for another location for the Knob Noster building were discussed. Karen Hicklin will be doing some more research regarding costs and will update the Board at the next meeting.

**G. Volunteer Handbook:** Alicia Morgan presented the Volunteer Handbook she designed to the group. Content for the handbook was contributed by Alicia, Karen Hicklin and Anita Love.

**8. Adjournment:** The meeting was adjourned by President, Scotty Walker, at 8:35 p.m. The next meeting will be at 7:30 p.m. on January 21, 2010 at the Warrensburg Branch.

Respectfully submitted,  
Alicia Morgan, Recording Secretary