

Draft Minutes for Board of Trustees Meeting, October 15, 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 October 15, 2009 at the Leeton Express 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, and Carolyn Corson. Mike Jinks, Chad Nixon and Joe Blackburn were unable to attend. Staff attending: Karen Hicklin, Director, Anita Love and Alicia Morgan.

3. Public Comments-There were no 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. Insurance and Risk Management Proposal: Randy Russell from Insurance and Benefits Group presented the Insurance and Risk Management Proposal. The costs will be approximately \$3,000 less than the current premium and are guaranteed for three years.

B. American Products Policy: The library's attorney notified the library that the Board should adopt the American Products Policy. The new policy can be appended to the existing Policy C113-Purchasing and Bidding. Carolyn Corson made a motion to approve adopting the American Products Policy to state as follows: "Pursuant to section 34.353 RSMo, it shall be the policy of Trails Regional Library that for the lease or purchase of goods, and for all material utilized in contracts for the construction, alteration, repair or maintenance of any public work, that products manufactured or produced in the United States are encouraged to be purchased and utilized". Gail Nelson seconded the motion and the motion was unanimously approved.

7. Discussion and Announcements:

A. Heating: Karen Hicklin publicly thanked Bill Thoms, Assistant Director of Technology and Facilities, for coming in over the past weekend to deal with a heating problem at the Warrensburg building.

B. Staff Training: Karen Hicklin reported that Anita Love, Assistant Director of HR and Collection Development, did a wonderful job organizing the library's all staff training day held on October 12th.

C. Library Shirts: Karen Hicklin reported that Alicia Morgan and Karen Churn have the shirts on order.

D. Library Foundation: Karen Hicklin reported that she and Alicia sent out a letter to printers in the two county area requesting quotes for printing the Foundation brochure. The lowest quote was selected. The Foundation is looking into possibly merging with the Friends.

E. Cleaning Supplies Bidding: Karen Hicklin reported that the library has sent letters

out to businesses within the two county area to get bids for cleaning supplies. The information will be posted to the library's web site and a database of email contact information will also be created for future projects.

F. Statistical Report 2003-2009: Karen Hicklin presented the 2003-2009 Statistical Report.

G. Programming: Alicia Morgan presented a handout and power point presentation on programming at Trails Regional Library to the Board.

8. Closed Session: There was no closed session.

9. Adjournment: The meeting was adjourned by President, Scotty Walker, at 8:30 p.m. The next meeting will be at 7:30 p.m. on November 19, 2009 at the Knob Noster Branch.

Respectfully submitted,
Alicia Morgan, Recording Secretary