

Draft Minutes for Board of Trustees Meeting, September 17, 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 September 17, 2009 at the Holden 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, Jeannae Dickerson and Alicia Morgan. Penelope Kuhn was present as a visitor.

3. Public Comments-Penelope Kuhn made a comment regarding the annual Friends sale in Columbia and the possibility of the library purchasing books at the sale. Jeannae Dickerson, Holden Branch Manager, gave a report on current events at the Holden Branch.

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. Approval of FY 2009 Audit: Michael Keenan, from the auditing firm Cochran, Head, Vick and Company presented the FY 2009 Audit to the Board. The library received an unqualified clean opinion. Discussion ensued. Sharol McMullin made a motion to accept the FY 2009 audit. Barb Krause seconded the motion and the motion was unanimously approved.

7. Discussion and Announcements:

A. Collections Service: Karen Hicklin reported that she and Anita Ewing spoke with a salesman from Tek Collect, a collections agency which has experience collecting debts for libraries. Karen presented information on the amount of overdue materials that the library has and the costs associated with using a collections service. Discussion ensued. The Board directed staff to continue to investigate these services and return to the Board with a recommendation.

B. Knob Noster: Karen Hicklin reported that she contacted the owner of a building located in Knob Noster but he has no knowledge that the current tenant will be vacating their building.

C. Emergency Procedures: Karen Hicklin presented the draft Emergency Procedures which outline hours of operation if sufficient staff members are not available to operate normally. Karen will present it to the Branch Managers at the Manager's Meeting on September 23rd.

D. Hours of Lexington and Odessa: Karen Hicklin reported that there is a disparity in the hours for the Lexington and Odessa Branches. The staff would like to investigate ways to correct the disparity. We will be asking those two branches to track traffic at different times of the day.

E. Branch Utility Usage/Cost: Bill Thoms reviewed a handout illustrating charts that

he uses to keep track of branch utilities in terms of usage and cost.

F. Manager's Meetings: Anita Ewing reviewed information on upcoming training for library staff.

G. Program Guide: Alicia Morgan presented the Fall 2009 Program Guide for the library system.

H. Policy Manual: Karen Hicklin distributed a revised copy of policy F309 to the Board Members to be placed in their Board Manuals.

I. LAGERS: Karen Hicklin reported that the annual meeting of the Local Government Employees Retirement System will be held in Springfield on Oct. 29 & 30. Anita Ewing will attend as the employee representative. A Board Member may attend as the employer representative. Board Members interested in attending, should contact Anita to coordinate travel arrangements.

J. Staff Appreciation: Karen Hicklin presented information on purchasing polo shirts with the library logo on them for each staff and Board Member. The Board consensus was to survey library staff and go with the majority vote regarding purchase of a short or long sleeved version.

8. Closed Session: There was no closed session

9. Adjournment: The meeting was adjourned by President, Scotty Walker, at 9:00 p.m. The next meeting will be at 7:30 p.m. on October 15, 2009 at the Leeton Branch.

Respectfully submitted,
Alicia Morgan, Recording Secretary