

Meeting Minutes
Trails Regional Library Board of Trustees
Wednesday, December 18, 2024 at 7:00pm
Warrensburg Branch, 432 N Holden Warrensburg, MO

1. Call to order

- a. Time meeting began: 7:00pm
- b. Called to order by: Patty Long, Board President

2. Roll Call

- a. Board members present in person: Dan Brigman, Goldie Edwards, Patty Long, Jane Beal, Carlin Dillon, Bekki Currier
- b. Board members present online: Mike Elder (by phone)
- c. Board members absent: Chris Fillpot, Leanna Watts
- d. On Duty Staff present: Kristin Urfer, Warrensburg Branch Manager & Jackie Hawes, Library Director
- e. Guests present: Adam Sommer, Trails Library attorney

3. Public Comments

- a. Branch Manager - Kristin Urfer, Warrensburg Branch Manager
 - i. The 3 months since she started has gone quickly!
 - ii. Working on Collection Maintenance
 - iii. Focusing on the basics and prioritizing customer service

4. Consent Agenda

- a. Minutes
- b. Financial report: General Fund
- c. Financial report: Designated Gifts
- d. Financial report: Approval of Invoices & Checks

Motion by Carlin Dillon to approve the Consent Agenda.

Second by Jane Beal

All Ayes - Motion Passed

5. Unfinished Business

- a. None

6. New Business

- a. Consider approval of Knob Noster Branch Manager credit card with credit limit of \$500

Motion by Goldie Edwards to approve Knob Noster Branch Manager credit card with credit limit of \$500.

Second by Dan Brigman

All Ayes - Motion Passed

- b. Consider approval of Community Engagement Specialist job description
 - i. Verifying that this position serves all branches - yes, but main focus is on Warrensburg
 - ii. Is someone in this position currently? Yes, this is a new position that replaces the Assistant Manager position, which someone currently holds. It will not be advertised.

Motion by Jane Beal to approve the Community Engagement Specialist job description.

Second by Dan Brigman

All Ayes - Motion Passed

7. Announcements

- Board of Trustees (Johnson County) vacancy
 - No applications as of right now.

Motion by Dan Brigman to move into closed session.

Seconded by Carlin Dillon

All Ayes - Motion Passed

8. Adjournment

- a. Time meeting concluded: 7:23pm
- b. Time adjourned after closed session: 7:45pm

Upcoming Meetings:

January 15, 2025	7pm	Warrensburg Branch
February 19, 2025	7pm	Knob Noster Branch
March 19, 2024	7pm	Warrensburg Branch
April 16, 2025	7pm	Holden Branch