**Trails Regional Library Board of Trustees**

**Minutes of February 20, 2019**

1. **Call to order**

The Trails Regional Library Board met on February 20, 2019 at the Knob Noster Branch. President, Scotty Walker, called the meeting to order at 7:03p.m.

1. **Roll Call**

Board members attending: Scotty Walker, Ron McMullin, Judy Tyler, Judy Wolter, Warren Fenske, Mike Greife, JoLynne Soendker and Amanda Travis. Unable to attend: Marcy Bryant and Jeany McGowen. On duty staff attending: Rochelle McCaulley, Director, Anita Love, Kyle Constant, Laura Parent, Knob Noster Branch Manager and Jim Metcalf. Off duty staff/Public attending: Eric Preston, Teresa Lowe, Amanda Ourth, Shirley Hurst, Stan Hall, Barb Krause, Carolyn Davidson and Ed Swisher.

1. **Public Comments**

Laura Parent welcomed the Board and guests to the Knob Noster Branch. She thanked everyone for coming. Laura commented on the recent sewer/plumbing issue and was grateful for the quick and reliable contractors in these endeavors.

President, Scotty Walker, welcomed any other public comments. Knob Noster residents who attended expressed their thoughts on the Knob Noster Branch. Stan Hall thanked the Board for the excellent condition of the library branch, but stated he was nervous about the change of hours that was being proposed. He commented that the branch is used all the time and has become an integral part of the community. Carolyn Davidson went on to praise the quality of staff. Shirley Hurst did mention that safety for library staff working once dark outside.President, Scotty Walker, thanked everyone for their comments.

1. **Consent Agenda**

Scotty Walker directed everyone’s attention to the new Transaction Account Detail from Teresa Colster’s office for the checks needing signatures. Mike Greife made a motion to approve the consent agenda. Judy Wolter seconded the motion and the motion was unanimously approved.

1. **Unfinished Business**
2. **FY2019 operational hours.**

Director, Rochelle McCaulley broadly narrated the collected operational hour proposals that were disseminated in Board packs prior to the meeting. Administration staff has been preparing the majority of future preparations for budget revisions, grant opportunities, and cost savings for the entire District. These processes were stimulated due to the change in workflow for administration staff, because of the future revisions in operational hours for all branch locations. Each branch location finalized their selection of operational hours that would accommodate their community the best, while encompassing the criteria set by the Board during the January monthly meeting. Discussion ensued. Rochelle did point out, if approved tonight the change would not occur until May 1, 2019. March and April would be spent on allowing amble time for internal changes to be set in place. Mike Greife moved to accept the first proposal presented for each branch for the change in operational hours. JoLynne Soendker seconded the motion and the motion was unanimously approved.

1. **New Business**
2. **UMB Business credit card revisions.**

Rochelle McCaulley discussed her recommendations for the necessary revisions to administration staff credit cards. These revisions are due to department changes and realignment in administrative staff job requirements to oversee multiple budget areas. Revisions were purposed as:

* Cancel credit card for Collection Development
* Increase credit limit to $10,000 to accommodate all purchasing for Technical Services and Collection Development Departments due to being combined
* Increase credit limit to $4,000 for Services Coordinator to accommodate district wide purchasing needs for programming, digital services, training, and marketing.
* Increase credit limit to $4,000 for Office Manager to accommodate district wide purchasing needs to in equipment, furniture, etc.
* Increase credit limit to $4,000 to accommodate district wide purchasing needs to accommodate technology department
* Increase credit limit to $5,000 for Assistant Director of District Administration to accommodate purchasing for all administration departments as needed due to position.

Discussion ensued. Mike Greife moved to accept the UMB Business credit card revisions as presented. Judy Tyler seconded the motion and the motion was unanimously approved.

**b. Policy F099 – Supervisory process (NEW).** Rochelle presented the new policy outlining the responsibilities of the Executive Director as being the Chief Librarian and the Human Resources officer for the District. Discussion ensued. Ron McMullin moved to approve Policy F099 – Supervisory process as presented. Warren Fenske seconded the motion and the motion was unanimously approved.

**c. Policy F204 – Professional and service club memberships.** Rochelle presented the policy with the revisions highlighted in yellow. Discussion ensued. Mike Greife moved to approve Policy F204 – Professional and service club memberships as presented. Ron McMullin seconded the motion and the motion was unanimously approved.

**d. Policy F302 – Conduct.** Rochelle presented the policy with the revisions highlighted in yellow. Discussion ensued. Ron McMullin moved to approve Policy F302 – Conduct as presented. Mike Greife seconded the motion and the motion was unanimously approved.

**e. Policy F306 – Evaluations.** Rochelle presented the policy with the revisions and additions highlighted in yellow. Discussion ensued. Judy Tyler moved to approve Policy F306 – Evaluations as presented. Warren Fenske seconded the motion and the motion was unanimously approved.

**f. Policy D104 – Facility and property use.** Rochelle presented the policy with the revisions and additions highlighted in yellow. Discussion ensued. Mike Greife moved to approve Policy D104 – Facility and property use as presented. Ron McMullin seconded the motion and the motion was unanimously approved.

**g. Policy D101 – Keys to library facilities.** Rochelle presented the policy with the revisions highlighted in yellow. Discussion ensued. Ron McMullin moved to approve Policy D101 – Keys to library facilities as presented. Mike Greife seconded the motion and the motion was unanimously approved.

1. **Discussion and Announcements**

**a. Facility updates.** Facilities Coordinator, Jim Metcalf updated the Board on several projects within the District.

* The Lexington Branch parking lot is completed minus one last small work task. During spring this task will be completed with the insertion of the seal between the building and the parking lot.
* The Knob Noster sewer/plumbing issue has been repaired. During spring the last small work task will be completed to remove the dirt mound behind the building and finalizing the small area of flooring in the restroom.
* The Annex is pretty much completed. Staff moved into the Annex in January and currently sorting and inventorying items moved.
1. **Closed Session pursuant to RSMo 610.021 (1)**

 At 8:01p.m., Mike Greife moved to go into closed session. JoLynne Soendker seconded the motion and a roll call vote was taken. Voting on the motion was as follows: Warren Fenske – Aye, Mike Greife – Aye, Ron McMullin – Aye, Amanda Travis – Aye, Judy Tyler – Aye, Judy Wolter – Aye, JoLynne Soendker – Aye, Scotty Walker – Aye. At 8:45p.m. a roll call vote was taken to end the closed session and resume the open session.

1. **Adjournment**

President, Scotty Walker, adjourned the meeting at 8:45p.m. The next meeting will be at 7:00p.m. on March 20, 2019 at the Leeton Express Branch.

 March 20, 2019

Board Officer Date of Approval