**Trails Regional Library Board of Trustees**

**Minutes of April 17, 2019**

1. **Call to order**

The Trails Regional Library Board met on April 17, 2019 at the Warrensburg Branch. President, Scotty Walker, called the meeting to order at 7:01p.m.

1. **Roll Call**

Board members attending: Scotty Walker, Ron McMullin, Judy Tyler, Judy Wolter, Marcy Bryant, Warren Fenske, Mike Greife, Jeany McGowen, JoLynne Soendker. Unable to attend: Amanda Travis On duty staff attending: Anita Love, Kyle Constant. Off duty staff/Public attending: Nate Beyerink, Jae Steinkuhler, Theresa Lowe, Sara Evans, Andrea Kirkendall, Crosby Evans, Kim Holger, Regina Lamont, Becky Clear, Jessica Craig, Kristie Minks, Paula Walker, Emily Constant, Jeannae Dickerson, Jeanee Branch, Linda Smithar, Karen L. Jones, Carlin Dillon, Jennifer Adams, Virginia Riley, and Julie Getz.

1. **Public Comments**

President, Scotty Walker welcomed the guests and asked for public comments. Sara Evans, Services Coordinator, commented on how impressed she has been over these last several months on how well Trails staff has pulled together. Communication has improved between all levels and there is good support from the administrative staff. She went on to ask the board to strongly consider the internal candidates that have applied for the Director’s position.

Jeannae Dickerson, Treasurer, of the Friends of the Holden Library, spoke next. She expressed the displeasure the group felt when they were told that Trails staff at the Holden branch could not collect membership dues for their organization. They were permitted to post a flyer on the community bulletin board and set out membership forms in the branch foyer. Jeannae then recounted the history of the Friends of the Holden Library and the support that they have provided to the Holden Branch of Trails Regional Library. Discussion ensued.

1. **Consent Agenda**

Scotty Walker asked if there were any questions pertaining to the consent agenda. Mike Greife made a motion to approve the consent agenda. JoLynne Soendker seconded the motion and the motion passed with 9 Ayes and 0 Nays.

1. **Unfinished Business**

Being none the Board moved into New Business.

1. **New Business**

**a. Job description review.** Kyle Constant, Assistant Director of District Administration, reported that two positions have come open in the Technical Services Department. One is a 40-hour position that earns benefits and is open due to a retirement, the other is a 20-hour position that earns pro-rated benefits and is open due to a resignation. Staff has elected to fill the full time position and the job ad and job description have been posted. The 20-hour position will not be filled at this time. Discussion ensued. No action was taken.

**b. Policy revisions.** Kyle Constant presented the policies that need revision. He explained the three policies included in the folders came from the library’s legal counsel. Discussion ensued. Kyle Constant advised that the three policies drafted by the library’s legal counsel, Doug Harris, should be prioritized over the other proposed revisions. JoLynne Soendker moved to accept Policy F309 – Work Attendance and scheduling as presented. Marcy Bryant seconded the motion and the vote was 3 Ayes and 6 Nays, therefore the motion did not pass.

Ron McMullin moved to table all presented policies. Judy Wolter seconded the motion and motion passed with 8 Ayes and 1 Nay.

**c. Incidental check processing.** Kyle Constant explained that every month several incidental checks need to be signed. The account only requires one authorized signer on these checks. All board officers are authorized signers. Board Treasurer, Judy Wolter volunteered to come in at any time to sign the incidental checks.

**d. Director search processes and information.** Anita Love, Assistant Director of Branch Administration, outlined the processes for hiring a new director. She handed out an information packet containing the job description, job advertisement, information on forming a search committee plus documents from the Missouri State Library on how to go about hiring a Library Director. Finally, there was 4 possible options the board could follow in hiring a Director. Mike Greife moved to appoint a Director search committee, made up of Scotty Walker, Judy Wolter, Ron McMullin and Judy Tyler. Jeany McGowen seconded the motion and the motion passed with 9 Ayes and 0 Nays.

Scotty Walker moved the Discussion and Announcements section to come before the closed session.

1. **Discussion and Announcements**

**a. Upcoming tasks/activities for District Administration.** Kyle quickly reported that the Technical Services Department has been working on establishing general operating procedures; the IT Department is working on upgrading the Internet connections in the branches; Services Department is working on the final steps to launch the Summer Reading Program and the Facilities Department is working on catching up on work orders and finish the upgrade in the children’s area for the Warrensburg Branch.

**b. Upcoming tasks/activities for Branch Administration.** Anita quickly reported that the Branches are gearing up for the Summer Reading Program; staff is getting used to the latest upgrade to the new version of “Webby”; new operational hours for the branches will begin on May 1, 2019.

**8. Go to closed session pursuant to RSMo 610.021(3)**

At 8:51p.m., Jeany McGowen 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: Marcy Bryant - Aye, Warren Fenske - Aye, Mike Greife - Aye, Jeany McGowen - Aye, Ron McMullin - Aye, Judy Tyler - Aye, Judy Wolter - Aye, JoLynne Soendker - Aye, Scotty Walker - Aye. At 9:09p.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 9:10p.m. The next meeting will be at 7:00p.m. on May 15, 2019 at the Warrensburg Branch.

 May 15, 2019

Board Officer Date of Approval