**Trails Regional Library Board of Trustees**

**Minutes of May 15, 2019**

1. **Call to order**

The Trails Regional Library Board met on May 15, 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, Warren Fenske, Jeany McGowen, Amanda Travis and Judy Tyler. Unable to attend: Marcy Bryant, Mike Greife, JoLynne Soendker, and Judy Wolter. On duty staff attending: Anita Love, Kyle Constant and Carol Nolte, Warrensburg Branch Manager. Off duty staff/Public attending: Regina Lamont, Becky Clear, Jessica Craig, Kim Holger, Gloria Trosper, Jae Steinkuhler, Teresa Lowe, Jeannae Dickerson, Linda Smithson, Jeanie Branch, Karen Jatnsor, Paula Walker and Barbara Bush.

1. **Public Comments**

Warrensburg Branch Manager, Carol Nolte welcomed the board and visitors to the Warrensburg Branch. She reported that new directional signage has been added in the branch and new area signage will be going up in the coming weeks.

Carol also reported that a generous donor has given money to renovate the children’s area. Walls and ceiling have received fresh paint, new furniture has been ordered and the collection was rearranged. Everyone is invited to attend the Warrensburg Chamber of Commerce ribbon cutting ceremony to be held on June 11, 2019 at 10:00a.m. for the children’s area.

1. **Consent Agenda**

Judy Tyler made a motion to approve the consent agenda. Jeany McGowen seconded the motion and the motion passed with 7 Ayes and 0 Nays.

1. **Unfinished Business**

**a. Policy Revisions.** Kyle Constant commented on the tabled policies from last month. No time frame was given as to when the revised policies would be discussed. Jeany McGowen made a motion to table all policy revisions until a new director is in place. Warren Fenske seconded the motion and the motion passed with 7 Ayes and 0 Nays.

1. **New Business**

**a. Friends of the Holden Library.** Scotty Walker discussed that he would like to see the Friends of the Holden Library be included as a library related organization in Policy A109. Discussion ensued. Judy Tyler made a motion to revise Policy A109 – Library Related Organizations to include the organization, Friends of the Holden Library. The description to read

“Friends of the Holden Library has a separate governing body appointed by its board. The Library supports the Friends of the Holden Library by providing:

* Space for the Friends of the Holden Library to place a locked box within the Holden Branch of Trails Regional Library for the purpose of collecting membership forms and money for the Friends of the Holden Library.”

Ron McMullin seconded the motion and the motion passed with 7 Ayes and 0 Nays.

**b. Preliminary budget FY 2020.** Anita Love reported that the FY2020 Preliminary budget is similar to the FY2019 budget. On the draft copy distributed to the Board, she explained that no salary increases have been included. She then compared the FY2019 salary scale to possible salary scales for FY2020. She also explained how Trails is keeping up with the Missouri Minimum Wage increases. Discussion ensued. The Preliminary budget does not need to be approved until the June meeting. No action was taken.

**c. Credit Union account.** Kyle Constant reported that the Library’s Credit Union account has only two authorized signers, Rochelle McCaulley and Judy Wolter. Rochelle is no longer employed by the Library. Discussion ensued. Ron McMullin made a motion to remove Rochelle McCaulley from the Credit Union account, retain Judy Wolter as an authorized signer and add Scotty Walker onto the account as an authorized signer. Judy Tyler seconded the motion and the motion passed with 7 Ayes and 0 Nays.

1. **Discussion and Announcements**

**a. Leeton Express Branch update.** Anita reported that staff was recently made aware that the Leeton Express Branch had cut their Saturday hours and therefore were only open to the public a total of 10.5 hours per week. Trails Policy A103 – District library service states for the library to operate an express branch there needs to be “public access for at least 12 hours per week and a minimum of 48 weeks per year.” Anita did make the Leeton Superintendant, Susan Crooks and School Librarian, Cherie Tibbits aware of the discrepancy and now the Leeton Express Branch now has Saturday hours from 1:00p.m. to 3:00p.m. Kyle then outlined several other bulleted points within our policy that does not quite meet the mark of the policy. Issues range from training library staff for the Express Branch, library staff is not aware of what the hourly wage is, monthly statistics that are turned in are not consistent and there is no signed agreement between Leeton School District and Trails Regional Library. Discussion ensued.

**b. Search Committee.** Scotty Walker reported that the search committee has met once and the deadline for resumes is May 18, 2019. The committee will meet again in the near future.

**c. President update.** Scotty remarked that he had mowed the Holden lawn on his own time and had removed the American flag since the light for the flag needs to be replaced.

1. **Adjournment**

President, Scotty Walker, adjourned the meeting at 8:00p.m. The next meeting will be at 7:00p.m. on June 19, 2019 at the Lexington Branch.

 June 19, 2019

Board Officer Date of approval