

**Trails Regional Library Board Meeting
7:00 p.m. October 16, 2019
203 E. Kelling Avenue
Waverly, MO 64040**

AGENDA

- 1. Call to order**
- 2. Roll call**
- 3. Public Comments**
 - a. Amy Boland – Branch Manager
 - b. Other
- 4. Consent Agenda**
 - a. Minutes from September meeting
 - b. Financial report: General Fund
 - c. Financial report: Designated Gifts
 - d. Financial report: Approval of Invoices & Checks
- 5. Unfinished Business**
 - a. HR Policy updates vote
 - b. HR consultant hiring vote
 - c. Programming
- 6. New Business**
 - a. Updated Volunteer Policy
 - b. Open Library positions
 - c. Maintenance
 - d. Communication
- 7. Discussion & Announcements**
- 8. Closed Session 610.021 (3)**
- 9. Adjournment**

Board Meetings – FY2020

November 20, 2019	7:00 p.m.	Concordia Branch
January 15, 2020	7:00 p.m.	Warrensburg Branch
February 19, 2020	7:00 p.m.	Knob Noster Branch
March 18, 2020	7:00 p.m.	Leeton Branch
April 15, 2020	7:00 p.m.	Corder Branch
May 20, 2020	7:00 p.m.	Warrensburg Branch
June 17, 2020	7:00 p.m.	Lexington Branch

4a. Minutes of Board of Trustees Meeting, September 18, 2019

(This Document is a Draft and has not been approved by the Board)

1. Call to order

The Trails Regional Library Board met on September 18, 2019 at the Holden Branch. President, Scotty Walker, called the meeting to order at 7:01p.m.

2. Roll Call

Board members attending: Jeany McGowen, Ron McMullin, Amanda Travis, Judy Tyler and Scotty Walker. Attending via phone: Marcy Bryant and JoLynne Soendker. Unable to attend: Judy Wolter.

Guest of the Board: Laura Gillum of Gillum and Gillum, CPA

On duty staff attending: Tanya Shelton-Council, Director, Anita Love, Kyle Constant and Jae Steinkuhler, Holden Branch Manager. Off duty staff/Public attending: Teresa Lowe, Regina Lamont, Jessica Craig, Jeannae Dickerson, Kim Holger, Delann Lewis, Jeanie Branch, Linda Smithson, Joyce Bedford, Jennifer Bedford, Paula Walker, Karen Johnson, Mary Ellen Rowe, Carlin Dillon, Donna Chaney, Katy Barrett and Ron Barrett.

3. Public Comments

Holden Branch Manager, Jae Steinkuhler welcomed the board and guests to the Holden branch. Jae commented that she has been with Trails for just over six months. She then covered some branch highlights; the month of September is safety month for story time. Last week, the children were able to walk over to the fire station and were given a tour, met a few firefighters as well as read books about firefighters. This week the Holden Police Chief came to story time with his parrot, Cletus. Jae also remarked that the Holden branch has registered 30 new cardholders this month.

4. Consent Agenda

Director, Tanya Shelton-Council handed out a list of printed checks from the general fund that need to be put into the minutes as being approved. The printed checks are what two board members at the beginning of each board meeting sign. Judy Tyler made a motion to approve the consent agenda with the

addition of the printed checks from the general fund. Amanda Travis seconded the motion and the motion passed with 7 Ayes and 0 Nays.

5. Unfinished Business

Being none the Board moved onto New Business.

6. New Business

a. Audit Report. Laura Gillum of Gillum and Gillum, CPA gave the audit report of FY2019. Laura referred to the first page of the report, which contains the opinion, it is a clean opinion, but there is some accounting controls that Laura suggested need to be put in place. Referring to page 20, there is a second report that covers the government audit standards, which are known as the Yellow Book Standards. Overall compliance is good, however there were some areas that need improvements. There are two material weaknesses, one with disbursements and one with financial reporting and one significant deficiency with the accounting system.

The audit's recommendations for disbursements are "Department supervisors and administrative staff should review and initial all invoices prior to payment. In addition to the department supervisor and administrative staff reviews, the monthly credit card statement should also be reviewed and approved by the Executive Director after the board approval process. Procedures should be established to limit the use of credit card purchasing as well as payments through the Incidental Account, petty cash and employee reimbursements. Board approval of disbursements should be documented on the invoice listing and in the minutes." It was noted that library staff concur and have begun implementing the recommendations.

The audit's recommendations for financial reporting are "We recommend that the Library prepare a checklist for monthly and year-end financial reporting. Procedures should include administrative review of all financial reports prepared by the outside accounting firm. A timeline for nonroutine transactions and reports should be used to ensure completeness." It was noted that library staff concur and have begun implementing the recommendations.

There was one significant deficiency, which was the Accounting System. The audit's recommendation is "that the Library review the accounting system to ensure that financial reports provide the information needed for current decision making." It was noted that library staff concur and have begun implementing the recommendation.

Ron McMullin made a motion to accept the audit as presented. Jeany McGowen seconded the motion and the motion passed with 7 Ayes and 0 Nays.

b. Updated Human resource policies. Tanya reminded the board that the following human resource policies were tabled at the April 17, 2019 Board meeting; F200 – Benefits, F203 – Leave, F309 – Work attendance and scheduling and F405 – Tobacco Free. These four policies with the updates were handed out to the board members. Copies of the policies will be mailed to the board members who were not physically in attendance. Voting on these policies will take place at the October board meeting. Discussion ensued.

c. Open board member positions. Scotty Walker reported that there are two vacant seats on the board, one in Johnson County that is due to expire June 30, 2021 and one in Lafayette County that is due to expire June 30, 2022. There are two board applications for Lafayette County; Fern Deatherage from the Waverly area and Allycen Burton from the Lexington area and one board application for Johnson County; Carlin Dillon from the Pittsville/Centerview area.

Ron McMullin made a motion to recommend for appointment Fern Deatherage to fill the unexpired Lafayette County seat vacated by Warren Fenske. Jeany McGowen seconded the motion and the motion passed with 7 Ayes and 0 Nays.

Jeany McGowen moved to recommend for appointment Carlin Dillon to fill the unexpired Johnson County seat vacated by Mike Greife. Judy Tyler seconded the motion and the motion passed with 7 Ayes and 0 Nays.

Scotty Walker then mentioned that there is a vacancy on the Foundation Board with the resignation of Mike Greife. Scotty recommended Karen Johnson to fill Mike's vacancy. Judy Tyler made a motion to appoint Karen Johnson to the

Foundation Board to fill the seat vacated by Mike Greife. Ron McMullin seconded the motion and the motion passed with 7 Ayes and 0 Nays.

7. Discussion and Announcements

Tanya reported that the e-book and e-audio book publisher, Macmillan has put a limit on the number of e-books and e-audio books that a library can purchase of a title. Beginning on November 1, 2019 Macmillan will only sell one copy of an e-book to a library. The American Library Association, the Public Library Association and the Missouri Library Association are asking librarians to educate the public about this topic and have the public reach out to Macmillan to let them know this is restricting access. It was reported that information on this would be going out to all branches and will be put on the Trails website.

Ron McMullin reported that he has heard from several patrons concerned about branch level crafting programs being scaled back. There is also concern that branch level budgets to provide programming have also been scaled back. Tanya addressed the concerns by explaining that the budget is set and that several areas within the budget were scaled back not just programming. She explained that staff is gathering data to help with the overall planning of the kind of programming Trails offers. Tanya assured the board that branch managers are very much involved in the planning process. Discussion ensued.

Scotty Walker read a letter written by Leeton School Librarian, Cherie Tibbets stating how well the relationship between Trails and the Leeton school is progressing. It was a positive outlook.

8. Closed Session 610.021 (1), (3), (12)

At 7:51p.m. Jeany McGowen moved to go into closed session. Amanda Travis seconded the motion and a roll call vote was taken. Voting on the motion was as follows: Marcy Bryant - Aye, Jeany McGowen – Aye, Ron McMullin – Aye, JoLynne Soendker – Aye, Amanda Travis – Aye, Judy Tyler – Aye and Scotty Walker – Aye. At 8:15 p.m. a roll call vote was taken to end the closed session and resume the open session.

9. Adjournment

President, Scotty Walker, adjourned the meeting at 8:18 p.m. The next meeting will be at 7:00p.m. on October 16, 2019 at the Waverly Branch.

4b. Financial Report: General Fund

Report from Paula Elliott Accounting

Statement of Financial Position

Statement of Activity – Cash Basis (Current Month, Current YTD, Annual Budget & Remaining Budget)

Statement of Activity – Cash Basis (Current FY YTD & Previous FY YTD)

UMB Incidental Account Check Register (Previous Month)

General Fund (Current Month Activity)

Current Month Transaction List (Accounts Payable: list of checks to be approved)

Current Month Transaction List (Accounts Payable: list of checks by account code)

4c. Financial Report: Designated Gifts

Report from Paula Elliott Accounting

Statement of Financial Position

Statement of Activity – Cash Basis