

**Trails Regional Library Board of Trustees**  
**Minutes of April 15, 2020**

**1. Call to order**

The Trails Regional Library Board met on April 15, 2020 during a virtual meeting via GoToMeeting. The meeting was live screened for the public on a You Tube Channel. President, Scotty Walker, called the meeting to order at 7:13p.m.

**2. Roll Call**

Board members attending: Attending online via GoToMeeting, Allycen Burton, Carlin Dillon, Jeany McGowen, Amanda Travis and Scotty Walker. Attending via telephone, Fern Deatherage, Ron McMullin and Judy Tyler. Unable to attend: Judy Wolter. On duty staff attending online via GoToMeeting: Tanya Shelton-Council, Director, Anita Love, Kyle Constant. Public attending: There were 5 members of the public in attendance via the live streaming YouTube channel.

**3. Public Comments**

Kyle Constant posted on the YouTube channel that the attending public could post comments or questions in the chat section of the channel. He stated that if any comments or questions come in after the board has moved on those comments and questions would be dealt with via email. No comments appeared in the chat.

**4. Consent Agenda**

Jeany McGowen asked for clarification about the installation of the people counters in the branches. Tanya Shelton-Council reported that the installation had begun before the shut down and there only remains three branches needing to have the people counters installed. Jeany McGowen made a motion to approve the consent agenda with the addition of the printed checks from the general fund. Carlin Dillon seconded the motion and a roll call vote was taken: Allycen Burton – Aye, Fern Deatherage –

Aye, Carlin Dillon – Aye, Jeany McGowen – Aye, Ron McMullin – Aye, Amanda Travis – Aye, Judy Tyler – Aye, Scotty Walker – Aye, the motion passed with 8 Ayes and 0 Nays.

## **5. Unfinished Business**

Ms. Shelton-Council stated that the agenda only included consent agenda items as the board requested. She acknowledged their wish to wait until in person meetings could be conducted to discuss and vote on important library topics. However, Ms. Shelton-Council did advise the board that it was very likely the May board meeting would have to be a virtual meeting and there were decisions the board had to make in order to keep library business going. Most of the tabled agenda items from the March 2020 meeting would be added to the May agenda. She also mentioned the presentation of the FY2021 budget would happen during the May meeting.

Ms. Shelton-Council asked for approval to change the wording on library signage, website and social media to say “The library is closed until further notice”. The original date for reopen was tentatively May 1<sup>st</sup>, but with the Stay at Home order ending on April 30<sup>th</sup>, there was no way the library would be ready to offer services by May 1<sup>st</sup>. This change will also let the administrative staff focus on the planning for re-opening. The Administrative staff have already met and have begun working on how this will look. Decision on services and allowing people into the branches will be based on advice from the public health office. In general, administrative staff and branch managers will meet first to decide on and implement safety protocols and determine service levels and procedures. Staff will then be trained and begin by offering limited services; like, curbside pickup. Mr. Walker and other board members commented that the library should not rush to re-open. No one objected to the change of wording to be “closed until further notice”.

Ms. Shelton-Council then asked the board how they would like to handle the signing of the checks. After discussion, it was decided that on Friday,

April 17 when she is doing her branch visits, Ms. Shelton-Council will take the checks to the Corder Branch by 11:30a.m. to meet Judy Tyler and then to the Lexington branch for Ron McMullin to sign.

Ms. Dillon and Mr. Walker both asked about what is being done at the branches as far as the mowing and general upkeep and who is picking up the mail. Ms. Shelton-Council reported that Karen Churn is picking up the mail every day in Warrensburg, Mr. Constant is meeting the UPS driver once a week to accept delivery and Jimmy Mayberry is mowing at the branches between rains. Ms. Shelton-Council and Mr. Constant go to check on the branches every week and they are picking up mail at the local post office.

Ms. Dillon asked about patrons returning books before the library re-opens so the materials can be quarantined. Ms. Shelton-Council explained that once staff are back in the building, those decisions will be made according to each branch's space allowance. There have been discussions about where and for how long materials should be quarantined. But, none of that will be decided until staff have more information from health officials and can get back in the buildings to plan.

Mr. Walker asked about the hail damage to the Holden branch roof. He stated that he had the roof inspected and that there was significant damage. Mr. Walker has been trying to get in contact with the Holden Mayor since the city owns the building and carries insurance on the structure. Mr. Walker asked Ms. Shelton-Council to try to contact the Mayor and discuss possible repair.

Mr. Walker asked if all libraries in Missouri are shut down. Ms. Shelton-Council stated that there may be one or two small independent libraries in counties with no cases still open, but the majority of libraries are closed.

Mr. Walker wanted to know exactly what administrative staff is doing since the shutdown. Ms. Shelton-Council commented that everyone is keeping busy. Sara Evans and Nate Beyerink are working with and answering the questions of patrons who are emailing the library with their needs. Ms. Evans and Becky Clear are working on virtual story times. Ms. Shelton-Council and Mr. Constant are working on reopening procedures. Ms. Shelton-Council and Anita Love are working on revising HR policies. Ms. Love is also looking into different health insurance options for 2021. Ms. Shelton-Council also finished up the E-rate federal funding request. The administrative staff continue to meet virtually every week with the Missouri State Library. The FY2021 preliminary budget is currently being developed and will be presented to the board in May. While the branches are closed the carpets in the branches will be cleaned. Ms. Shelton-Council also reported that the Summer Reading Program will be offered in a virtual format. The professional presenters that have been hired have agreed to also provide their programs virtually.

## **6. New Business**

Being none, the board moved onto Discussion and Announcements.

## **7. Discussion and Announcements**

Ms. Dillon asked if staff is still being paid. Ms. Shelton-Council reported that all staff are being paid. Part-time staff are paid the hours they normally work per week.

## **8. Adjournment**

President, Scotty Walker, adjourned the meeting at 7:45p.m. The next meeting will be at 7:00p.m. on May 20, 2020 and will be held online via GoToMeeting and live streamed on the YouTube channel.

---

Board Officer

May 20, 2020

Date of Approval