

Trails Regional Library Board of Trustees
Minutes of August 26, 2020

1. Call to order

The Trails Regional Library Board met on August 26, 2020 with the complete board in attendance at the Warrensburg Branch. Library staff attended the meeting in person and via GoToMeeting. The meeting was lived screened for the public on YouTube. President, Scotty Walker, called the meeting to order at 7:00p.m.

2. Roll Call

Board members attending in person: Allycen Burton, Fern Deatherage, Carlin Dillon, Georgia Jarman, Jeany McGowen, Ron McMullin, Amanda Travis, Judy Tyler, Scotty Walker and Judy Wolter. On duty staff attending in person: Anita Love. On duty staff attending via GoToMeeting: Tanya Shelton-Council, Director, Kyle Constant, Karen Churn, Sara Evans, Nate Beyerink, Billy Stone and Luke Ciccone who provided technical support for the live stream. Public attending: There were 15 members of the public in attendance via the live stream YouTube channel.

3. Public Comments

Mr. Walker asked if there were any public comments. Mr. Constant responded that there were no comments at this time.

4. Consent Agenda

Mr. Walker commented that he received the June minutes in his board packet. Other board members commented that they did too but the correct minutes had been emailed to them prior to the meeting. Judy Tyler made a motion to approve the consent agenda with the addition of the printed checks from the general fund. Fern Deatherage seconded the motion and a roll call vote was taken, Allycen Burton – Aye, Fern Deatherage – Aye, Carlin Dillon – Aye, Georgia Jarman – Aye, Jeany McGowen – Aye, Ron McMullin – Aye, Amanda Travis – Aye, Judy Tyler –

Aye, Scotty Walker – Aye, Judy Wolter – Aye. The motion passed with 10 Ayes and 0 Nays.

5. Unfinished Business

Being none, the board moved onto New Business.

6. New Business

a. **2020 Levy Hearing.** Ms Shelton-Council pointed out that the tax levy can be set at the same level as last year, \$0.2581. This amount has been certified by the State Auditor. The District should collect approximately \$2,877,904.00 in taxes.

Fern Deatherage made a motion to approve the FY2020 tax levy at \$0.2581 per \$100 of valuation. Amanda Travis seconded the motion and a roll call vote was taken, Allycen Burton - Aye, Fern Deatherage - Aye, Carlin Dillon - Aye, Georgia Jarman - Aye, Jeany McGowen - Aye, Ron McMullin - Aye, Amanda Travis - Aye, Judy Tyler - Aye, Scotty Walker – Aye, Judy Wolter - Aye. The motion passed with 10 Ayes and 0 Nays.

b. **FY21 Final Budget.** Ms Shelton-Council pointed out one error on the final budget, on the salary scale it stated the effective date for pay increases would be September 4, 2020. The effective date should have been listed as August 30, 2020. Staff will see the increases with the September 18, 2020 payroll. Next Ms Shelton-Council went into the amendments of the budget to discuss them.

Carryover is quite different. Last year there was a carryover of \$230,000 representing unspent budget. This year the carryover was increased to \$740,245 of unspent budget and additional income received over the amounts budgeted. Tax Receipts have also increased to \$2,877,904 based on the levy amount provided by the State Auditor.

Looking at expenses, the total representing salaries was lowered due to recent retirements of two COLA employees. LAGERS was also lowered due to the district only needing to increase the rate paid by 1% instead

of the 3% that was initially thought. Books and Binding was increased to add additional materials to the Juvenile Fiction collection. Building Maintenance has been increased slightly to address additional unplanned and unforeseen maintenance on the buildings. Furniture & Equipment was increased to cover the cost of additional equipment and replacing soft covered furniture with hard surface furniture that is easier to sanitize by staff. Grants, Facilities & Technology has been increased to cover the costs of RFID and self-check technology. Staff is applying for a grant that could help to reimburse the library for this project. Professional Services was increased to the FY2020 level. Publication & Advertising was increased to cover costs for additional advertising such as billboards and the like. Technology was increased to cover anticipated costs of laptops and other equipment to facilitate alternative programming. The current laptops that are used in the branches are outdated and need to be replaced.

In Vehicle Operations it was increased by \$300,000 to cover the cost of purchasing a digital van/bookmobile to reinstate a previous service that was ended in 2004. The new van will be a smaller, more maneuverable vehicle that will also offer technology and Internet hotspots wherever it goes. Sara Evans, Services Coordinator, was asked to add anything she would like. She commented that she has been working with several community agencies throughout the two-county system that are expressing their willingness to commit to helping with the digital van and providing this new service. The van will go around to different communities and/or organizations to provide print materials as well as technology to patrons who may not have access to transportation, access to the Internet or access to digital devices. The digital van will be a roving hot spot. It is bringing a whole new 21st Century aspect of the library to the communities that it will serve. Staff is planning on applying for another grant to pay for this project. Ms Shelton-Council pointed out that the van will be a Sprinter and not a big lumbering bookmobile. Ms McGowen asked if this project will be an ongoing

service or will it end when the COVID-19 pandemic ends. Ms Shelton-Council responded that yes, this will be a continuing service that the library will provide and expand on for years to come. Ms Dillon inquired if the community partners that were spoken about are willing to help fund this project. Ms Evans responded that yes, the partners are excited about this service and we should get donations from many of them. Ms Dillon went on to ask if her understanding was correct that the Internet access is only available when the van is parked. Ms Evans remarked that Ms Dillon was correct but the digital van could also check out hot spots to the patrons to take home. Ms Dillon asked how will patrons know when the van will be at a certain location so they can go to it for Internet service. Ms Evans said there will be flyers, advertisements as well as community partners informing their users. Ms Shelton-Council reminded everyone that the van will be more than just Internet and hot spots. There will be print materials available as well as digital devices on the van. Ms Wolter asked how many hot spots will be available. Ms Shelton-Council responded that the library will be getting 35 hot spots with 30 being available to check out from the branches and 5 hot spots will go to community partners. Ms Wolter asked if we don't get the grant will that put the van on the back burner. Ms Shelton-Council responded that there is money in the budget to pay for the van. The grant, if awarded, will reimburse the library the cost. Ms Dillon asked what is the estimated yearly costs for the van, including gas, insurance, maintenance, personnel. Ms Shelton-Council responded that it is estimated that the van will cost \$2,000 a year for maintenance. Ms Dillon asked why the budget shows \$100,000 for supplies, travel and maintenance. Ms Shelton-Council responded the \$100,000 will be the initial cost of outfitting the van with books and technology. It will not be a recurring cost. Ms Jarman commented that she can tell staff is very dedicated and committed to this project but for her she would like to see more information, maybe a proposal that spells out what the community partners are committed to do as well as the associated costs with the van. Ms Dillon agreed that she too would like to see a break

down of costs and what the other community partners are willing to contribute to this project. Mr. Walker added he would like to see a study of the patrons on what they see as their needs. Ms. Shelton-Council stated that she can move the \$300,000 out of Vehicle Operations and move it into the Emergency Funds. It will remain in the budget but the Emergency Funds cannot be spent without prior approval from the board. Ms Shelton-Council stated she will move the money for the final budget. Ms Jarman stated she is very interested in seeing a proposal on this project and excited to see what will come of it.

Ms Tyler inquired about the Capital Expense of \$80,000. It was her understanding the Lexington project was being paid for by designated gift money. Ms Shelton-Council stated that the gift money is on the revenue side as income under the Designated gifts line and the cost is on the expenses side of the budget under Capital Expenses.

Ms Dillon inquired about the Holden entrance doors, she was not aware that anything was wrong with them. There was discussion that board members were emailed pictures and explanations from Anita Love on the condition of the Holden exterior doors as well as the window problem at Concordia. Ms Dillon stated she was not able to open the attachments. Ms Shelton-Council commented that this issue just happened and our Facilities Technician, Billy Stone, has worked on the doors but they are warped and need to be replaced. It is a safety issue and needs to be addressed. She then invited Mr. Stone to comment. Mr. Stone responded that the right-hand door is warped and not locking properly. No amount of adjusting the door will correct the problem. He has meet with Dillon Kliewer, of RCI who agreed with his assessment that the doors are not actually rated to be exterior doors. They are not the correct thickness of steel to be on the outside of a building. The problem is that the issue will continue to get worse and the only viable solution is to replace both exterior doors. Ms Shelton-Council commented that we will be getting an estimate before the work is done.

Georgia Jarman made a motion to move the \$300,000 from #7120 Vehicle Operations to Emergency Funds. Judy Wolter seconded the motion and a roll call vote was taken, Allycen Burton - Aye, Fern Deatherage - Aye, Carlin Dillon - Aye, Georgia Jarman - Aye, Jeany McGowen - Aye, Ron McMullin - Aye, Amanda Travis - Aye, Judy Tyler - Aye, Scotty Walker - Aye, Judy Wolter - Aye. The motion passed with 10 Ayes and 0 Nays.

Mr. Walker asked about the automatic door in Concordia. Ms Love commented that the automatic door is an accessibility issue. Basically, it is a push button that automatically opens the door for patrons. Mr. Walker then asked about the panic bar installs. Ms Love responded that the panic bars are at the recommendation of the fire inspectors from last year. It is a bar that is added to the inside of a door and with the door locked a person can still exit the facility without needing a key. Mr. Stone added that the panic bars can be installed by library personnel instead of having a contractor do the work.

Ms Tyler asked about the Concordia Branch window and what happened there. Ms Love commented that the tinting on the windows had started bubbling up and we tried to repair the window tinting in-house. Unfortunately, that didn't work and we are needing to call in a professional window tinting installer to correct the issue. It was then pointed out that Ms Tyler was asking about the window that had the water intrusion. Ms Love stated that we are not sure what is happening but Dillon Kliewer from RCI has been to the location and is looking at what it will take to fix the windows along the north wall of the Concordia branch.

Ms Tyler also asked about the Concordia back parking pad, does the pad need to be fixed as a safety issue. Ms Shelton-Council confirmed that the broken-up asphalt is a safety issue not only for staff but also patrons

who also park on that back pad and enter the branch from the back door.

Amanda Travis made a motion to approve the FY2020 Final Budget as amended. Georgia Jarman seconded the motion and a roll call vote was taken, Allycen Burton - Aye, Fern Deatherage - Aye, Carlin Dillon - Aye, Georgia Jarman - Aye, Jeany McGowen - Aye, Ron McMullin - Aye, Amanda Travis - Aye, Judy Tyler - Aye, Scotty Walker - Aye, Judy Wolter - Aye. The motion passed with 10 Ayes and 0 Nays.

- c. **UMB Bank Safe Deposit Box.** Mr. Walker commented that a few months ago he was asked to remove all of the contents of the UMB Safe Deposit Box so the contents could be housed in the safe located in the administrative office. While at the bank he asked what the cost of the box was, he was informed that the safe deposit box is free of charge. In his opinion he would like to see all of the contents be put back in the safe deposit box in the bank. Ms Carlin inquired as to what was taken out. Mr. Walker responded that it was titles to vehicles, deeds of property, etc. There was no money in the safe deposit box.

Ron McMullin made a motion to keep the safe deposit box at the UMB Bank and replace all of the documents that were taken out. Judy Wolter seconded the motion and a roll call vote was taken, Allycen Burton - Aye, Fern Deatherage - Aye, Carlin Dillon - Aye, Georgia Jarman - Aye, Jeany McGowen - Aye, Ron McMullin - Aye, Amanda Travis - Aye, Judy Tyler - Aye, Scotty Walker - Aye and Judy Wolter - Aye. The motion passes with 10 Ayes and 0 Nays.

Fern Deatherage made a motion to include Tanya Shelton-Council on the list of people who can have access to the safe deposit box at the UMB Bank. Amanda Travis seconded the motion and a roll call vote was taken, Allycen Burton - Aye, Fern Deatherage - Aye, Carlin Dillon - Aye, Georgia Jarman - Aye, Jeany McGowen - Aye, Ron McMullin - Aye, Amanda Travis - Aye, Judy Tyler - Aye, Scotty Walker - Aye and Judy Wolter - Aye. The motion passed with 10 Ayes and 0 Nays.

- d. Reappointment of Foundation Board member.** Ms Shelton-Council reported that the term of Judy Wolter has expired on the Foundation Board. The Foundation Board has voted to recommend the reappointment of Judy Wolter to serve another term. Jeany McGowen moved to reappoint Judy Wolter to the Trails Regional Library Foundation Board. Judy Tyler seconded the motion and a roll call vote was taken, Allycen Burton - Aye, Fern Deatherage - Aye, Carlin Dillon - Aye, Georgia Jarman - Aye, Jeany McGowen - Aye, Ron McMullin - Aye, Amanda Travis - Aye, Judy Tyler - Aye, Scotty Walker - Aye, Judy Wolter - Abstained. The motion passed with 9 Ayes, 0 Nays and 1 Abstention.
- e. Holden Branch entrance doors.** The discussion concerning the Holden entrance doors was covered in the discussion on the budget. Mr. Walker asked if there were other questions or concerns. Georgia Jarman made a motion to approved the entrance doors of the Holden Branch. Jeany McGowen seconded the motion and a roll call vote was taken, Allycen Burton - Aye, Fern Deatherage - Aye, Carlin Dillon - Aye, Georgia Jarman - Aye, Jeany McGowen - Aye, Ron McMullin - Aye, Amanda Travis - Aye, Judy Tyler - Aye, Scotty Walker - Aye, Judy Wolter - Aye. The motion passed with 10 Ayes and 0 Nays.
- f. Employee medical coverage – MO Consolidated.** Ms Shelton-Council remarked that staff had been exploring different alternatives for offering health insurance coverage for benefits-eligible staff. Last year, the first option brought before the administrative staff had very high deductibles and high premiums. Staff asked the agent to go back and see if there were other options. The agent was able to find a plan with lower deductibles that was tolerable. After looking at several options over this past year staff found that Missouri Consolidated Healthcare Plan is available to Trails Regional Library employees. The MCHCP is a consortium of Missouri entities consisting of library districts, cities, water districts and the like. Being part of this larger group will be

helpful in controlling the costs of insurance. Ms Shelton-Council pointed out that this board's minutes will need to reflect the board's willingness to enter into a participation agreement with Missouri Consolidated Healthcare Plan.

Georgia Jarman made a motion to enter into a Participation Agreement with Missouri Consolidated Healthcare Plan so to offer health insurance to the benefits eligible employees as presented. Amanda Travis seconded the motion and a roll call vote was taken, Allycen Burton - Aye, Fern Deatherage - Aye, Carlin Dillon - Aye, Georgia Jarman - Aye, Jeany McGowen - Aye, Ron McMullin - Aye, Amanda Travis - Aye, Judy Tyler - Aye, Scotty Walker - Aye, Judy Wolter - Aye. The motion passed with 10 Ayes and 0 Nays.

7. Discussion and Announcements

Ms Shelton-Council reported on the following topics: the plexiglass, ordered back in May, has finally arrived and has been installed. Facilities Technician, Billy Stone and with the help of IT Technician, Luke Ciccone were able to cut and install all the plexiglass panels in all the branches. Currently, branches are open, for patrons to use the internet computers by appointment. The next step is to open the branches to limited capacity so patrons can once again browse. Ms. Shelton-Council reported that she and AD Constant are working on expanding hours for limited capacity entry of the public and will hopefully have that done by next week. After staff has had a few weeks with the computer appointment service under their belts, the branch managers will be informed about the new temporary hours and procedures. Once Branch managers are informed, the information will be shared with the public.

Work on the Lexington restroom renovation will begin this week and will take approximately 3 weeks to complete. The book drop in the back will need to be closed during the renovation but a temporary book drop will be set up at the front of the library building to accept patron returns. The bookdrop will only be accessible during operating hours during the project.

This information has already been shared with the public and signs are up at the Lexington Branch communicating the temporary change.

Lark Maserang, Technical Services Clerk, will be retiring as of September 18, 2020. Lark has been an employee with Trails for 40 years and has worked with Inter-Library Loan most of that time. Her position will be replaced.

Sara Evans, Services Coordinator, has created a partnership with WILS who will be applying for a CAREs grant to purchase Chrome Books. If the grant is awarded WILS will then donate the Chrome Books to Trails Regional Library so they can be checked out to patrons for their use.

8. Closed Session 610.021 (3).

At 8:23p.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: Allycen Burton – Aye, Fern Deatherage – Aye, Carlin Dillon – Aye, Georgia Jarman – Aye, Jeany McGowen – Aye, Ron McMullin – Aye, Amanda Travis – Aye, Judy Tyler – Aye, Scotty Walker – Aye, Judy Wolter – Aye. The motion passed with 10 Ayes and 0 Nays. At 9:19p.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 9:20p.m. The next meeting will be at 7:00p.m. on September 16, 2020 at the Knob Noster Branch. The meeting will be lived streamed for the public via YouTube.

Board Officer	September 16, 2020
	Date of approval