

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

**1. Call to order**

The Trails Regional Library Board met on July 15, 2020 at the Warrensburg Branch and staff also attending via GoToMeeting. The meeting was lived screened for the public on YouTube. President, Scotty Walker, called the meeting to order at 7:03p.m.

**2. Roll Call**

Board members attending in person: Fern Deatherage, Carlin Dillon, Georgia Jarman, Jeany McGowen, Ron McMullin, Judy Tyler, Scotty Walker and Judy Wolter. Unable to attend: Allycen Burton and Amanda Travis.

Guests attending in person: Jon Grider, Account Manager, Gordian and Dillon Kliewer, Project Manager, Reasbeck Construction.

On duty staff attending in person: Tanya Shelton-Council, Director and Anita Love. On duty staff attending via GoToMeeting: Kyle Constant, Sara Evans, Roger Dumas, Nate Beyerink, Karen Churn and Luke Ciccone who provided technical support for the live screening. Public attending: There were 26 members of the public in attendance via the live screening YouTube channel.

Ms Shelton-Council explained to the board that the papers on their tables were the updated “who to call” list and the updated policies that have been recently passed.

**3. Public Comments**

Mr. 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. Mr. Walker asked if there were any comments from the public. Mr.

Constant responded that at that time there were no comments from the public. Mr. Walker commented that he had just received a text on his phone that a patron was stating that they were unable to see a chat section to put in their comments. Mr. Ciccone commented that they need to click on the YouTube link located at the top of the online agenda. Ms Evans added that to get to the agenda a person just needs to go to the library's website, go to "about", click on "Board Meetings", click on "Agenda" and on the top of the agenda is the link to the YouTube channel. Mr. Walker went on to say that the person texting him was asking why the June minutes are not showing up on the website with the July agenda and the July reports? Ms Shelton-Council stated the June minutes have not been approved yet, they will be approved tonight and then they will be posted. Ms Shelton-Council then asked Ms Evans if she would explain how the materials are posted to the website. Ms Evans stated that she posts the upcoming agenda, the minutes after they are approved and the current reports.

Mr. Walker then introduced Georgia Jarman to the board as the newest Johnson County representative. Ms Jarman commented that she had just received the letter from the county commissioners that day informing her that she had been appointed. The board members then introduced themselves to Ms Jarman. Mr. Walker then asked Ms Tyler if she had heard from the Lafayette County Commissioners about her re-appointment. Ms Tyler responded that she has not received a letter to date. She went on to say that maybe she shouldn't be at the meeting. Mr. McMullin commented that he will go in and check on the re-appointment with the commissioners.

#### **4. Consent Agenda**

Mr. Walker inquired about the 4 payments to New Directions. Ms Churn responded that New Directions, the library's Employee Assistance Program, had recently conducted an audit over the last 18 months and discovered Trails had missed three payments. This month we caught up on the back payments. Mr. Walker then asked about a check paid to the American

Legion. Ms Churn responded that was for the Lexington American Legion to put up American flags at the Lexington branch during specific holidays. Ms Wolter pointed out that the approval of Minutes was not listed on the agenda as part of the consent agenda. Ms Shelton-Council stated that the minutes are considered part of the consent agenda. Ms Wolter asked why the board had not received the minutes from the June 19, 2020 Special Meeting. Ms Shelton-Council stated that was an oversight and Ms Shelton-Council went and photocopied those minutes and handed them out to the board members. Ms Wolter then mentioned that the minutes, both the minutes of June 16 and the special minutes of June 19, should list who from the board wrote the letters to the different county commissioners recommending the re-appointment of Judy Tyler and recommending the appointment of Georgia Jarman. Scotty Walker wrote the letter to the Johnson County Commissioners recommending Georgia Jarman and Ron McMullin wrote the letter to the Lafayette County Commissioners recommending the re-appointment of Judy Tyler. Ms Dillon asked who is Kelly Milner Halls and what was she paid for. Ms Evans explained that Kelly Milner Halls is a children's author who has been doing weekly online story times for the library. This program is part of a Missouri State Library grant and the costs will be reimbursed back to the library. Ms Dillon then asked about who or what is Midwest Tape. Ms Evans explained that Midwest Tape is the vendor that supplies access to the Hoopla database that is available to patrons. Hoopla is one of our online resources.

Jeany McGowen made a motion to approve the consent agenda with the addition of the printed checks from the general fund and with the correction. Judy Wolter seconded the motion and a roll call vote was taken: Fern Deatherage - Aye, Carlin Dillon - Aye, Georgia Jarman - Aye, Jeany McGowen - Aye, Ron McMullin - Aye, Judy Tyler - Aye, Judy Wolter - Aye, Scotty Walker - Aye, the motion passed with 8 Ayes and 0 Nays.

Judy Wolter made a motion to approve the minutes from the June 19 Special meeting with the correction. Fern Deatherage seconded the motion and a roll call vote was taken: Fern Deatherage – Aye, Carlin Dillon – Aye, Georgia Jarman – Abstained, Jeany McGowen – Aye, Ron McMullin – Aye,

Judy Tyler – Aye, Judy Wolter – Aye, Scotty Walker – Aye, the motion passed with 7 Ayes and 1 abstention.

## 5. Unfinished Business

- a. **Leeton Service agreement updated.** Ms Shelton-Council remarked that the changes made were the highlighted areas. This agreement will clear up the invoicing concerns, spell out how the collection will be developed and refreshed and how the Express Branch staff will be trained. She went on to remark that the Express Branch staff have all been trained on Evergreen except for the new School Librarian. Deanna Schuler has been in contact with Mr. Constant and will be trained as soon as possible. With the Express Branch using Evergreen to check materials in and out and placing reserves the library will know exactly how often materials circulate there, what is being used or not used. The change in invoicing will allow administration to know exactly what the library is paying for. Ms McGowen asked for clarification in the agreement about the phrase “employee of District”. Ms Shelton-Council explained that the term District meant the school district. The Express Branch employees are employees of the school district not the library. Mr. Walker asked about which entity is responsible for paying the withholding for the Express Branch employees. Ms Shelton-Council commented that the library is invoiced from the school for \$600 each month. That is all the library pays for. Ms Wolter asked about the exhibits. Ms Shelton-Council explained that the exhibits were never part of the agreement. She had included them in the email to Ms Susan Crooks as information for the Leeton School Board. The exhibits were copies of Trails’ policies and Missouri statue. Ms Wolter commented that maybe another term other than exhibit should be used. Judy Wolter moved to accept the Leeton Service agreement as presented and to send the agreement to the Leeton School Board for their approval. Jeany McGowen seconded the motion and a roll call vote was taken, Fern Deatherage - Aye, Carlin Dillon - Aye, Georgia Jarman - Aye, Jeany McGowen - Aye, Ron McMullin - Aye, Judy Tyler -

Aye, Judy Wolter - Aye, Scotty Walker - Aye; the motion passed with 8 Ayes and 0 Nays.

**b. Proposal for Lexington ADA capital project.** Ms Shelton-Council introduced Jon Grider from Gordian and Dillon Kliewer from Reasbeck Construction, Inc. Mr. Grider went on to explain that he is the account manager for Gordian and that Mr. Kliewer is the Project Manager from Reasbeck. Gordian is the procurement administrator for the State of Missouri. Gordian and Trails Regional Library have been working together on capital projects since 2016 when Bill Thoms reached out for assistance working up capital projects. What happens is that staff will contact Gordian and discuss what kind of capital project they are interested in. There is then a discussion between Gordian, library staff and Reasbeck, as the general contractor, on how the capital project will go. Gordian and Reasbeck then work up the "Scope of Work", once that is done the general contractor then bids out the job and hires the sub-contractors. Mr. Grider went on to explain that Gordian has a construction task catalog that every sub-contractor must adhere to; each line item is set as to what can be charged for that item. The general contractor then advertises the job over a large area so all qualified commercial sub-contractors can bid on the job. Mr. Grider double checks all the bids to make sure they are within reason. Contracts are all taken care of by Gordian and the general contractor so everything is within the statutes of the law. Ms Jarman inquired if the State provides this service. Mr. Grider replied that the State of Missouri makes it possible for Gordian to serve any state entity in this way. Ms Jarman asked if by doing bids this way through Gordian is the library adhering to state law. Mr. Grider reassured her that yes, everything is legal and above board. Ms Dillon inquired on how are the jobs advertised? Mr. Grider responded that jobs are listed in newspapers, online, through Dodge and Onstar. He went on to say that there is a whole division within Gordian to make sure jobs are properly advertised. Ms Dillon asked if Gordian was the only show in Missouri that does this

kind of service or are there others. Mr. Grider stated that to use Sourcewell then yes, Gordian is the only company that is available. There is one other company that is trying to do the same thing but they have limited resources. Mr. Grider went on to explain that staff, the general contractor and Gordian work up the "Scope of Work". Then the contractor fleshes the scope of work out to the details. The numbers are set as to what it is going to cost, so there shouldn't be any surprises. Ms Dillon asked if a job runs into unexpected costs or cost overruns are those extra costs also bid out. Mr. Grider responded with a yes and then passed out project summaries of the three projects currently before the board. Ms Dillon inquired about how Gordian gets paid. Mr. Grider responded that Gordian is paid 6.25% of the total of the project. The other 1.25% goes to Sourcewell. Ms Deatherage asked if Gordian saves money for their clients. Mr. Grider responded with a yes, and explained that sometimes they are able to save a little on one project but the next project they could save more. The main place where clients are seeing a saving is internally; staff, who most often don't have the expertise, no longer have to write up scopes of work, create bid documents, put out the bids, read and understand the bids that are submitted and then award the bids. Nor does library staff have to write up contracts between the library and the sub-contractors for the project. Gordian and Reasbeck are able to save a lot of staff time for library staff to do other things. Mr. Walker asked that if there is a set cost for everything, do all contractors turn in the exact same bids. Mr. Grider responded that no, the bids can be very different. Contractors approach jobs very differently and therefore their bids can be different. That is when Gordian goes over the bids to see if there are any issues of overcharging or under charging. Mr. Grider went on to say Reasbeck, as a general contractor, has a very low adjustment factor of 1.05%. Ms Dillon asked about prevailing wage. Mr. Grider said that a project has to be \$35,000 or over before prevailing wage must be applied. Ms Dillon commented that she is seeing in the proposal the term "Non-Gordian Budget Proposal", what does that stand for. Mr. Kliewer explained that

what Ms Dillon was looking at was a budget proposal or estimate. The Gordian fees have not been applied. On the summaries that were handed out the Gordian fees had been applied. Mr. Walker asked what did the term "Great Lakes" stand for on the summaries. Mr. Grider explained that is the Region name of this area. Ms Tyler inquired about the Lexington project and what the numbers 3-0 – 7-0 meant on line 08. Mr. Kliewer explained that is the measurement of the door, 3 feet wide and 7 feet tall. Staff had requested 36-inch doors. Mr. Grider explained that why this particular project is so expensive is because of all the plumbing work that needs to be done. Ms Dillon asked about the Concordia project and wanted to know if there was a drainage problem on the current parking pad. Mr. Grider responded that he was not aware of a drainage issue but the parking lot is very worn. Mr. Kliewer then explained the Holden project with new carpet tiles for the office area, additional electrical receptacles, moving existing vent work, adding 2 new doors and 2 aluminum windows. Mr. Grider added that they will be adding 5 total new electrical receptacles; 3 inside the office and 2 outside the office. Also, the ceiling in that building is non-structural so that is a challenge. Mr. Walker asked for clarification on where the cold air return would be moved to. Mr. Kliewer answered the cold air return will have to be moved to the outside of the office but on an existing wall. Ms Dillon asked about how the closet will be used. Ms Shelton-Council responded that the closet was incorporated in the plans to house the fold-down tables and chairs to keep them out of sight but yet easily accessible in the branch. Ms McGowen asked if the two office windows would be clear or tinted. Mr. Kliewer answered with the windows will be clear. Mr. Grider commented that they realize the importance of using local subcontractors whenever possible. He then asked the board members if they knew of any commercial subcontractors then to please pass the information onto them. Ms Tyler asked if Gordian has a list of local contractors that have been used before on projects. Mr. Grider responded yes, they do have a list of local commercial contractors, he went on to say that they can start

listing the local commercial sub-contractors on the proposals if the board would like. The board agreed that would be nice information to have. Ms Dillon commented that she had asked her husband about Reasbeck and he said RCI was very trust worthy and does a good job. Mr. Walker thanked Mr. Grider and Mr. Kliewer for coming and sharing with the board. Mr. Walker then asked for discussion on the three capital building projects. He went on to state that it was his belief that none of the projects needed to be done right now. Ms Tyler pointed out that the Lexington remodel was addressing ADA issues and that it probably should be done. Ms Jarman asked Ms Shelton-Council how the funding for the current fiscal year was shaping up. Ms Shelton-Council responded that the MO State Library has informed all the Library Directors that there will be some state aid but there will be no Athlete and Entertainers Tax available. There is the CAREs grant funding still available. The CAREs money is to be spent on dealing with COVID-19 issues. With that money available the general library budget doesn't have to fund all the products and changes brought on by COVID-19. Ron McMullin moved to approved the Lexington ADA capital project as presented. Judy Wolter seconded the motion. Ms Tyler pointed out that the project is to be paid for by the Guegan Fund so the project is not having to be paid for out of the general budget. The question was asked if there were any restrictions on the Guegan Fund. Ms Shelton-Council stated the money was left to be spent on capital projects specifically for the Lexington branch. A roll call vote was taken, Fern Deatherage - Aye, Carlin Dillon - Aye, Georgia Jarman - Aye, Jeany McGowen - Aye, Ron McMullin - Aye, Judy Tyler - Aye, Judy Wolter - Aye, Scotty Walker - Aye; the motion passed with 8 Ayes and 0 Nays.

- c. Proposal for Concordia parking pad project.** Ms Dillon commented that the cost of this project had come down. Ms Wolter replied that the price of asphalt is coming down. Ms Dillon asked if the parking pad is only for employees. Ms Shelton-Council responded yes. Ms Dillon stated that the parking pad is for only 2 or 3 employees. Ms Shelton-



Council stated the branch is staffed with 4 employees so the lot is for 2 to 3 employees at a time. Ms Dillon remarked that is a lot of money for just employees to be able to park. Ms Jarman remarked that maybe the board should table the project until more information is available. Ms Shelton-Council commented that Billy Stone could take pictures of the parking lot to have for the board.

Jeany McGowen moved to table the Concordia parking pad and the Holden office project. Ron McMullin seconded the motion and a roll call vote was taken, Fern Deatherage - Aye, Carlin Dillon - Aye, Georgia Jarman - Aye, Jeany McGowen - Aye, Ron McMullin - Aye, Judy Tyler - Aye, Judy Wolter - Aye, Scotty Walker - Aye; the motion passed with 8 Ayes and 0 Nays.

Ms Shelton-Council commented that there is a lighting project in the FY2021 budget of upgrading the lighting in the branches to LED lights. The project will run about \$17,000 but the electric company, Evergy, will give us rebates. All the branches except Lexington have Evergy. Billy Stone will be installing the lighting project. Ms Jarman commented that the Holden School District had already done the upgrade to LED and has saved about \$80,000.

**d. Proposal for Holden manager office project.**

This project was tabled in the motion above.

**6. New Business**

- a. Temporary Vacation policy.** Ms Shelton-Council reported that she has been in discussions with other library Directors throughout the state about developing a temporary policy dealing with staff traveling to COVID-19 hot spots while on vacation. Ms Shelton-Council has found a policy that addresses this topic and has sent it to legal counsel. The library's legal counsel agreed that the board needs to think about staff traveling to COVID-19 hot spots. Ms Jarman asked if administration was aware of any staff planning on traveling to COVID-19 hot spots. Ms Shelton-Council responded with yes, there is staff planning vacations in

hot spot areas. Ms Jarman then asked if staff has plenty of PTO to go on vacation. Ms Shelton-Council responded with yes, the library retroactively gave staff PTO for the time the library was closed down in March through May. Ms Jarman asked how does administration feel about this temporary policy. Ms Shelton-Council said that she was torn; of course, staff should take time off but as an employer, she wants all staff to be safe. She went on to say that is why she brought the temporary policy up to the board to consider. Ms Deatherage asked if a staff member went to a hot spot could the library check for fever when the staff member comes back to work. Ms McGowen commented that she feels the board needs to do something and not just think about it. Ms Jarman stated that she was inclined to take no action at this time. There is social distancing and very little contact between staff members. Ms Shelton-Council stated that staff could go somewhere and not tell the library where they are going. It is for that reason administration is being very strict about staff wearing face coverings and social distancing. Ms Dillon stated the board should think about it. The general consensus of the board was to table the policy until next month. Ms Dillon asked if there were any employees not wanting to wear a face covering and was there another alternative. Ms Shelton-Council stated that the library has purchased all circulation staff face shields as well as cloth face masks. Ms Dillon then asked about an update on the plexiglass for the counter/circulation desk shields. Ms Shelton-Council stated that Mr. Stone has started building the supports for the shields but the plexiglass has been back ordered. Administrative staff has finished training branch staff on how to virtually help patrons on the computers. The aim is to have the branches available for computer appointments starting sometime in August if at all possible. Wi-Fi capabilities are available in all the branches.

## **7. Discussion and Announcements**

Ms Shelton-Council reported that Trails was awarded a \$5,271 CAREs grant from Lafayette County. The money will be spent to reimburse the

library for all the COVID-19 PPE equipment that was purchased for the Lafayette County branches. Johnson Count also has a CAREs grant. When that granting opportunity opens up the library will also apply for that money. The Johnson County grant also includes projects that addresses the digital divide, so hopefully the library can apply for funds to add self-check machines and RFID tagging for the branches. Ms Shelton-Council also reported the library was awarded a \$12,000 grant from the Missouri State Library to offer a Hot Spot Lending program. This means patrons can check out Internet hot spots and take them home to be able to connect to the Internet from home. 35 Internet hot spots have been purchased and will be spread throughout all of the branches. IT Technician, Luke Ciccone and Facilities Technician, Billy Stone, have finished installing access points in all the branches so Wi-Fi access is now available outside of the branch buildings. The library is working hard to provide patrons with the needed tools to be successful. Mr. Walker commented that he emptied the safe deposit box at the bank. While in the bank he found out that the safe deposit box is provided to the library for free. He asked Ms Shelton-Council to put the topic on next months agenda for discussion. Ms Shelton-Council commented that the deed release from the Knob Noster loan has been received.

## **8. Adjournment**

President, Scotty Walker, adjourned the meeting at 9:01p.m. The next meeting will be at 7:00p.m. on August 26, 2020 at the Warrensburg Branch.

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Board Officer

August 26, 2020  
Date of approval