

Trails Regional Library Board of Trustees
Minutes of September 16, 2020

1. Call to order

The Trails Regional Library Board met on September 16, 2020 with the majority of the board attending in person at the Knob Noster Branch and via GoToMeeting. 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 7:02p.m.

2. Roll Call

Board members attending in person: Carlin Dillon, Georgia Jarman, Ron McMullin, Judy Tyler, Scotty Walker and Judy Wolter. Board members attending via GoToMeeting: Allycen Burton and Amanda Travis. Unable to attend: Fern Deatherage and Jeany McGowen. Also, in attendance in person: Laura Gillum of Gillum & Gillum, CPA, LLC.

On duty staff attending in person: Tanya Shelton-Council, Director and Anita Love. On duty staff attending via GoToMeeting: 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 9 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 asked if there were any questions on the consent agenda. Ms Churn inquired if all the Board members had received their hard copy of the board packet in the mail prior to tonight's meeting. All members responded with a yes, they had received their hard copy packets prior to tonight's meeting.

Ron McMullin made a motion to approve the consent agenda with the addition of the printed checks from the general fund. Georgia Jarman seconded the motion and a roll call vote was taken, Allycen Burton – Aye, Carlin Dillon – Aye, Georgia Jarman – Aye, Ron McMullin – Aye, Amanda Travis – Aye, Judy Tyler – Aye, Scotty Walker – Aye, Judy Wolter – Aye. The motion passed with 8 Ayes and 0 Nays.

5. Unfinished Business

- a. Proposal for Digital Van.** Ms Shelton-Council presented the proposal for a digital van and reported that one of our community partners; Missouri Valley Community Action Agency, has requested a \$100,000 grant through the State of Missouri CARES funding to help pay for the van. The library also took an informal Face Book survey. The results of this survey were in support of having a digital van. She then called upon Ms Evans to help explain costs and community impact. Ms Evans went through the survey stating the questions that were asked and what the replies were. Ms Dillon inquired about the costs that were listed in the handout, were these costs per year, per quarter or per month? Ms Shelton-Council answered that the total projected cost for the first year did include some costs that were one-time start-up costs and other costs listed would be reoccurring, whether monthly or yearly. Ms Dillon asked where the stops for the digital van would be? Ms Evans answered that the map included in the proposal shows 12 possible sites for the van to stop at. These are locations that Ms Evans has been in contact with and are willing to become digital van sites. Ms Dillon then asked if anyone had checked to see if all these potential stops were capable of acceptable Internet speeds? Ms Evans responded that the router inside the van is specialized and will pick up stronger signals than your average cell phone. It is designed to have ten devices or possibly more on it at a time. Mr. Walker asked who would be supplying the Internet connection? Ms Evans remarked that T-Mobile could be the Internet provider on this project. Ms Dillon asked if other library districts are using digital vans. Ms Evans remarked

that Booneslick is currently using a digital van. She has been in contact with them getting their dos and don'ts. They have a mobile outreach coordinator. Mr. McMullin remarked that several schools are putting hotspots on buses. Ms Jarman remarked that the Holden school tried putting hotspots on buses and it worked in some places and not in others. Discussion ensued. Ms Dillon remarked that library branches already provide this service, so this isn't really a new service. Ms Shelton-Council remarked that the library is trying to reach those patrons who cannot come to the branches. Ms Wolter pointed out that there are some patrons who are feeling that by having a digital van and self-checkout capabilities that the library buildings are planning to close and they, the patrons, don't like that. Ms Shelton-Council remarked that this is an expansion of services. Ms Tyler asked about what organization(s) Trails is going to apply to for a grant to help pay the costs of the digital van? Ms Shelton-Council replied that Trails will not be applying for a grant simply because there isn't a grant available at this time. The most recent grant, written by Trails, is for the self-checkout stations and RFID for Johnson County. Ms Travis pointed out that the digital van will allow Trails to have a presence in the smaller communities where maybe patrons can't get to a branch or the Internet is so poor it is a hinderance. Mr. Walker then asked why was it decided that it is the library's responsibility to provide these kinds of services? Ms Shelton-Council responded that as a library, Trails is already offering these services in the branches. This will be a mobile library that can reach communities and patrons that are underserved. The digital divide issue has been highlighted during the pandemic so by offering a mobile library it seems to be an answer to that issue. Several other library districts in the state of Missouri are already providing this service to their smaller communities.

Mr. McMullin then commented on his concern that the libraries are not reopening like they use to be. He inquired if the libraries are really closed every Monday now. Ms Shelton-Council responded that she had

sent out an email to the board members listing what the temporary expanded hours would be and that some of the branches are closed on Monday. The new hours are expanded so patrons can utilize the branches more often. She went on to mention that she received an email back from Mr. McMullin stating he was glad to see Saturday hours being restored. She continued by saying that she always sends things like this to the board first before it goes out to the public. Mr. McMullin asked again if the Lexington branch is now closed on Mondays. Ms Shelton-Council said yes and reiterated that these are temporary expanded hours.

Ms Dillon commented that patrons are not aware that the branches are open to go in and use the computers and copy machines much less the Wi-Fi in the parking lots. Ms Wolter commented that this project of the van is a lot of money with a small return. Mr. Walker stated he felt something like this should be taken up by the county, or state or federal and they should be paying for it. Ms Jarman expressed to Ms Evans that she appreciated all of Ms Evan's hard work and her bringing to the board all the additional information in the proposal. Ms Jarman went on to say that she had a few concerns; the insecurity of funds as well as it would be more cost effective to stay with what we offer to patrons with expanded online programming and that money could enhance other kinds of services the library provides. Many other districts do offer online programming; regular workshops, guest speakers, genealogy information, etc. We should invest in what we have, particularly during these uncertain times.

Georgia Jarman made a motion to approve the Digital Van proposal as presented. Ron McMullin seconded the motion and a roll call vote was taken, Allycen Burton – Aye, Carlin Dillon – Nay, Georgia Jarman – Nay, Ron McMullin – Nay, Amanda Travis – Aye, Judy Tyler – Nay, Scotty Walker – Nay, Judy Wolter – Nay. The motion failed with 2 Ayes and 6 Nays.

Ms Shelton-Council reported that the \$300,000 that was put aside for the digital van needs to be moved from the Emergency Fund to Capital Expense. For accounting purposes, that money should not have been put in the Emergency Fund. Judy Wolter moved to transfer \$300,000 from the Emergency Fund to Capital Expense. Carlin Dillon seconded the motion. Mr. Walker asked if there was any discussion. Mr. McMullin brought up that it seems that some of the libraries are having trouble getting books in and some of the libraries are being closed with Lexington being closed on Mondays now and staff being gotten rid of, his concern is that this money will be spent in other ways and still not keeping the libraries open. Ms Shelton-Council reiterated that the new hours are temporary and all branches have had their open hours increased. This change of expanded hours will begin on Monday, September 21st. These are temporary hours while the district is in curbside. Ms Wolter asked how long temporary will last? Ms Shelton-Council said she wouldn't even venture a guess at this time. She stated she is looking for a decline in active cases. Both counties need to be out of the red rated (imminent or active outbreak) before browsing can be approved. Ms Dillon remarked that her memory was that once the plexiglass was installed the branches could be reopened. Ms Shelton-Council stated that originally that was the idea but the number of active cases in both counties continues to go up and until they start on a steadily downward trend the district will stay with limited exposure. Mr. Walker called for the vote on the motion before the board. A roll call vote was taken, Allycen Burton – Aye, Carlin Dillon – Aye, Georgia Jarman – Nay, Ron McMullin – Aye, Amanda Travis – Aye, Judy Tyler – Aye, Scotty Walker – Aye, Judy Wolter – Aye. The motion passed with 7 Ayes and 1 Nay.

6. New Business

- a. Presentation of FY20 Audit.** Laura Gillum of Gillum & Gillum, CPA, gave the audit report of FY2020. Ms Gillum referred to the first two pages of the report, which contains the opinion, it is a clean opinion. Ms Gillum

then walked the Board through the footnotes. Starting on page 10 she remarked that the Foundation accounts are included in this audit. At the bottom of page 11 she pointed out that the amount of built up Paid Time Off (PTO) is getting rather high, probably due to the pandemic shut down where staff weren't able to use PTO. On page 12 under commitment of long-term debt there is only one debt remaining and that is the Odessa loan. The Knob Noster loan is complete as of this year. The main thing that Ms Gillum is concerned with is that Trails did not overspend the budget, and that's a good thing. She remarked that the accounting procedures the Library follows have improved greatly since last year but there are two material weaknesses that need to be addressed. Weakness number one deals with the Library's accounting system not providing for adequate monitoring of disbursements. The recommendation is for department supervisors and administrative staff to review and initial all invoices prior to payment and procedures should be established to limit the use of the Incidental Account and credit card purchasing. The library has begun implementing the changes. Weakness number two deals with financial reporting. The financial reports prepared by the Library's outside accounting firm are not subject to detailed administrative review. Procedures for nonroutine transactions and financial reports are not documented. The recommendation is for administrative staff to receive training in accounting and financial reporting. The library has begun implementing the recommended changes. Ms Gillum ended her report by stating that she has seen improvements and overall great strides have been made. She then asked for questions. Mr. Walker inquired if the Foundation check that was to be applied to the Odessa loan principle if that had been corrected? Ms Gillum stated that Ms Shelton-Council will be making that correction. Mr. Walker inquired about the designated gifts and what committed and restricted mean. Ms Gillum responded that committed funds are where the board has voted to spend the funds for a specific project. The money has been committed. For restricted funds the donor of those funds has restricted how that money is to be spent.

In both cases the board has to approve the expenditure. Judy Wolter made a motion to accept the FY20 Audit as presented. Georgia Jarman seconded the motion and a roll call vote was taken, Allycen Burton – Aye, Carlin Dillon – Aye, Georgia Jarman – Aye, Ron McMullin – Aye, Amanda Travis – Aye, Judy Tyler – Aye, Scotty Walker – Aye, Judy Wolter – Aye. The motion passed with 8 Ayes and 0 Nays.

- b. Proposal for position changes.** Ms Shelton-Council reported that there is a need in the district for Public Technology Assistants to provide aid directly to patrons to answer their technology questions. These positions will help train the public on new and emerging technologies. There will be a dedicated help line to call in and an email account to ask for help with their technology needs. As the district makes more and more technologies available for the public to check out, the need for having dedicated staff to answer patron questions. Ms Jarman commented that she sees this as a real help to the communities. Mr. McMullin asked if the district has technology people now. Ms Shelton-Council said no, not like this. The IT staff is currently behind the scenes and work primarily with infrastructure, they are not public facing. Georgia Jarman made a motion to approve the change of positions and create both full-time and part-time Public Technology Assistant positions with a salary range of about \$73,000 as presented. Judy Tyler seconded the motion and a roll call vote was taken, Allycen Burton – Aye, Carlin Dillon – Aye, Georgia Jarman – Aye, Ron McMullin – Aye, Amanda Travis – Aye, Judy Tyler – Aye, Scotty Walker – Aye, Judy Wolter – Aye. The motion passed with 8 Ayes and 0 Nays.
- c. Changes to Policy F303 – Progressive Discipline.** Ms Shelton-Council commented that she has taken out the paragraph about the written oral reprimand. In its place is, “If the employee does not improve his/her performance or resolve the problem, the supervisor will move to the next level of the progressive discipline policy noted below.” No longer will a supervisor have to write up an oral reprimand or oral counseling.

Judy Wolter made a motion to approve the changes to Policy F303 – Progressive Discipline as presented. Georgia Jarman seconded the motion and a roll call vote was taken, Allycen Burton – Aye, Carlin Dillon – Aye, Georgia Jarman – Aye, Ron McMullin – Aye, Amanda Travis – Aye, Judy Tyler – Aye, Scotty Walker – Aye, Judy Wolter – Aye. The motion passed with 8 Ayes and 0 Nays.

- d. **Changes to Policy C104 – Library Equipment & Vehicles.** Ms Shelton-Council commented that with the current changes allowing patrons to check out laptops, hotspots and other non-traditional items the Library Equipment & Vehicles policy needed to be updated. Specifically, the addition of patron uses of equipment and the removal of gaming equipment. Ms Wolter stated that it is her belief that drug testing should be done if an employee driving a library vehicle gets into an accident. Ms Shelton-Council stated that she could look into what policy that would fit into and what it would cost. Carlin Dillon made a motion to approve the changes in Policy C104 – Library Equipment & Vehicles as presented. Amanda Travis seconded the motion and a roll call vote was taken, Allycen Burton – Aye, Carlin Dillon – Aye, Georgia Jarman – Aye, Ron McMullin – Aye, Amanda Travis – Aye, Judy Tyler – Aye, Scotty Walker – Aye, Judy Wolter – Aye. The motion passed with 8 Ayes and 0 Nays.
- e. **October board meeting.** Ms Shelton-Council stated that the space in the Lexington branch is not adequate for the board to be socially distanced. Her suggestion is to either hold the October board meeting in Warrensburg or go back to having a virtual meeting. Ron McMullin made a motion to move the October board meeting to the Warrensburg location. Judy Tyler seconded the motion and a roll call vote was taken, Allycen Burton – Aye, Carlin Dillon – Aye, Georgia Jarman – Aye, Ron McMullin – Aye, Amanda Travis – Aye, Judy Tyler – Aye, Scotty Walker – Aye, Judy Wolter – Aye. The motion passed with 8 Ayes and 0 Nays.

7. Discussion and Announcements

- a. **Reopening update.** This topic was covered during the digital van discussion.

- b. **Issues with the mail service.** Ms Shelton-Council reported that the district is having issues with the regular mail and until further notice the hard copy board packets will be delivered to the branches and each board member will need to go to the branch to pick up their packet. Board members agreed to this change.

- c. **Safe Deposit box at UMB.** Ms Shelton-Council reported that Mr. Walker will need to come back into UMB and redo the paperwork for the safe deposit box. This is to include Ms Shelton-Council's name on the list of approved users. Secondly it was discovered that the UMB bank accounts have incorrect names on the accounts so the officers may have to also go in to get that corrected.

Ms Dillon asked about Mr. Dumas's staff report that stated the circulation desk and public computer carrells have been moved at the Holden Branch. She inquired as to where they were now located. Ms Shelton-Council responded that the circulation desk was shifted so that it is facing toward the door and the computers are now by the door.

8. Adjournment

President, Scotty Walker, adjourned the meeting at 8:50p.m. The next meeting will be at 7:00p.m. on October 21, 2020 at the Warrensburg Branch. The meeting will be live streamed for the public via YouTube.

Board Officer

October 21, 2020
Date of approval