

Trails Regional Library Board of Trustees
Minutes of October 21, 2020

1. Call to order

The Trails Regional Library Board met on October 21, 2020 with the board attending in person at the Warrensburg Branch. 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: 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 13 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 Dillon asked for clarification about the check made out to card services. It seemed larger than usual. Ms Churn remarked that card services is the library's credit card bill. The reason it is higher is due to the purchase of all the LED bulbs for the lighting project. A question then came up about the T-Mobile bill. Ms Shelton-Council remarked that was for the new hotspots. Judy Wolter 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 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, Judy Wolter – Aye and Scotty Walker – Aye. The motion passed with 10 Ayes and 0 Nays.

5. Unfinished Business

a. **Drug Testing policy.** Ms Shelton-Council reported that last month the Board requested the Director to look into the ramifications of performing drug tests on staff who drive library vehicles especially if they are in an accident. Ms Shelton-Council remarked that a drug test costs \$65.00 per test. Currently, all employees are subject to background checks when they are hired. The cost of a background check is \$15.00. Current policy, F402 – Alcohol and Controlled Substances, does address the situations where an employee could be drug tested. Ms Wolter expressed her appreciation to Ms Shelton-Council for checking on the information. No action was taken.

6. New Business

a. **Unexpended Branch Funds.** Ms Shelton-Council reported that last year the auditor suggested very strongly that the budget line for branch funds should be closed out. Currently, there is \$32,721 in unspent branch funds. Originally, it was thought that money could be moved over into the Foundation account. Because the library is a governmental entity the auditor recommended that the money be put back in the FY2021 budget and spent down. Current practice moving forward is if a branch collects any money from sales of materials that money will be deposited in the Foundation. Ms Shelton-Council went on to say that the branch managers have their lists of things they would like to see in the branches, so spending the money will not be problem. Jeany McGowen made a motion to add the branch funds totaling \$32,721.00 into the FY2021 budget and spend the amount down. 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, Judy Wolter - Aye and Scotty Walker - Aye. The motion passed with 10 Ayes and 0 Nays.

7. Discussion and Announcements

Ms Shelton-Council reported that the CARES grant that was written by Nate Beyerink was successful. Trails Regional Library will receive a little over \$67,000 to help offset the RFID project in Warrensburg, Holden and Knob Noster.

The LED project is progressing. Facilities has completed the three largest lighting projects which are Warrensburg, Holden and Knob Noster. The incentive requests have been accepted by Evergy and the rebates for those three locations will total \$7,736. The total up-front cost of the project was around \$17,000.

Earlier, it was reported to all Missouri Library Directors that there will be no state aid or Athletes and Entertainers Tax (A&E) for FY 2021. Trails did not include state aid or A&E money as sources of income in the budget for this year. Ms Shelton-Council was pleased to report that Trails Regional Library recently received \$20,000 in state aid. It is also reported that libraries will receive A&E money this fiscal year.

Ms Evans reported that the statistics for digital services in the board packet had an error in it for the last two months. The corrected statistics were made available to the board members. Ms Evans pointed out the dramatic increase in usage that digital services is seeing, especially over the last three months.

Mr. Walker inquired about the possibility of receiving branch manager's reports again in the board packets. Ms Shelton-Council remarked that yes, as soon as the system starts letting the public in the buildings which

will be within the next few weeks the managers will get back to writing their reports.

8. Closed Session 610.021(3)

At 7:18 p.m. Amanda Travis moved to go into closed session. Georgia Jarman 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, Gerogia Jarman – Aye, Jeany McGowen – Aye, Ron McMullin – Aye, Amanda Travis – Aye, Judy Tyler – Aye, Judy Wolter – Aye and Scotty Walker – Aye. The motion passed with 10 Ayes and 0 Nays. At _____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 _____p.m. The next meeting will be at 7:00p.m. on November 18, 2020 at the Holden Branch. The meeting will be live streamed for the public via YouTube.

Board Officer	November 18, 2020
	Date of approval