

**Trails Regional Library Board of Trustees**  
**Minutes of November 18, 2020**

**1. Call to order**

The Trails Regional Library Board met on November 18, 2020 with the majority of the board attending in person at the at the Holden Branch and via GoToMeeting. The meeting was lived screened for the public on YouTube. President, Scotty Walker, called the meeting to order at 7:01p.m.

**2. Roll Call**

Board members attending in person: Fern Deatherage, Georgia Jarman, Ron McMullin, Judy Tyler and Scotty Walker. Board members attending via GoToMeeting: Allycen Burton and Amanda Travis. Unable to attend: Carlin Dillon 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, Noah Roush, Chelsea Irby, Janessa Hortemiller, Sarah Steinke and Luke Ciccone who provided technical support for the live stream. Public attending: There were 25 members of the public in attendance via the live stream YouTube channel.

Ms Shelton-Council then asked if the four new hires, who were attending via GoToMeeting, would turn on their cameras so the board members could see them. Ms Shelton-Council introduced Noah Roush who has been hired for the 19-hour Knob Noster circulation clerk II position, Janessa Hortemiller who has been hired for the 40-hour Public Technology Assistant position, Chelsea Irby who has been hired for the 19-hour Public Technology Assistant position and Sarah Steinke who has been hired for the 40-hour Technical Services position. The board then went around and introduced themselves to the new hires.

### **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 Jarman commented that she, as a new board member, did have several questions concerning the financials in the board packet. She first asked why there is a charge from Sysco of Kansas City of \$800? In her experience with the Holden school district, Sysco is a supply company that delivers food. She would like to know what was purchased. Ms Love clarified that Sysco is the supply company that provides paper towels, toilet tissue, liquid hand soap for the whole system. She went on to say that the district orders bulk items from Sysco about 4 times a year. Ms Jarman then inquired about the credit card statements. She pointed out that the auditor recommended that credit cards should be used sparingly and that we should work from invoices whenever possible. Ms Shelton-Council assured the board that the recommendations that the auditor made back in September had been implemented. Department heads have to sign off on all credit card purchases and receipts are attached. She went on to say that she too looks over the expenses every month. Ms Jarman asked if copies of the credit card statements could be included in the board's financial packet. It was explained that all of the credit card statements with receipts as well as all the bills are at the board meeting in the blue crate so board members can look at invoices.

[Ms Jarmen went on to ask "The budget shows an unexpected budget carry over from the previous year of \$772,000 and our current budget shows us zeroing out the money that is available. That was a significant carry over and I'm wondering if I understand it first of all and secondly I'm wondering if we are not going to have a carryover for the next time." Ms Shelton-Council replied, "We probably will, because we have that extra \$300,000

floating around so that is possible. The way that the budget has been set up is that there is money in reserves that we don't use, it is just held in reserves until we use it so we will always have a carryover." Ms Jarman said, "Ok, thank you for explaining that to us. Now we are on a fiscal year rather than a calendar year budget?" Ms Shelton-Council replied, "Yes". Ms Jarman asked, "And will we get lots of, a big payment in January?" Ms Shelton-Council asked for clarification. Ms Jarman restated, "Will we get a big tax payment in December or January?" Ms Shelton-Council replied, "I'm not sure when that actually comes. We are getting tax revenue every month, it is kind of small but then we get a couple that are bigger but I can't remember which month it came in last year." Ms Jarman stated, "That reminds me of one more thing, the budget has gotten corrected but the bookkeeping, you know, like, that Athletic thing if we could get those things corrected here it sure would make it a lot easier, does that make sense?" Ms Shelton-Council replied, "Yes, and I think that is because I forgot to send the update." Ms Jarman went on to say, "Let's see, last time we talked about designated gifts and I noticed on the revenue and expenses cash bases statement that a transfer from designated gifts of \$40,000 was made." Ms Shelton-Council replied, "That was approved by the board from the Edward Guegen fund to cover the capital project at Lexington. That fund is specifically for Lexington. Ms Jarman replied, "Alright, that makes sense. I'm just trying to make sense." Ms Shelton-Council went on to state, "Yes, there was another one, I don't think I have it here, but there were two designated funds that we took money out of; one was Edward Guegen and I can't remember the other one it was a general fund." Ms Tyler asked, "Was it Concordia? No?". Ms Dillon stated, "Was it for Holden?" Ms Shelton-Council remarked, "No, not for Holden, it was a general fund but I can't remember." Ms Love interjected, "Was it the Funck Fund?" Ms Shelton-Council stated, "That was it, thank you, I was thinking C and her first name is Clair." Ms Jarman stated, "Alright, I think that is all. I don't know if everybody else finds our statement a little difficult I found it so."] – corrected at the January 2021 meeting.

~~Ms Jarman went on to ask about carry over and why it was so high from last year. Ms Shelton-Council replied that the carry over represents the money that is in reserves. Ms Jarman then remarked that the budget had been corrected but the financials have not been updated to reflect those changes. Ms Shelton-Council said she would see to it that the accountant would make those changes. Lastly, Ms Jarman asked about the designated gifts accounts, there had been a transfer of \$40,000 and what was that about. Ms Shelton-Council explained that that money had been approved by the board and the money came from the Edward Guegen Fund for the current Lexington capital project. The Edward Guegen designated gift can only be spent on the Lexington branch.~~

Mr. Walker then asked what was the charge of \$45,000 to Bibliotheca for. He and Ms Shelton-Council found the invoice in the files located in the blue crate. The charge was part of the RFID project.

Georgia Jarman made a motion to approve the consent agenda with the addition of the printed checks from the general fund. Ron McMullin seconded the motion and a roll call vote was taken, Allycen Burton – Aye, Fern Deatherage – Aye, Georgia Jarman – Aye, Ron McMullin – Aye, Amanda Travis – Aye, Judy Tyler – Aye, Scotty Walker – Aye. The motion passed with 7 Ayes and 0 Nays.

## **5. Unfinished Business**

Being none, the board moved onto New Business.

## **6. New Business**

- a. Johnson County Board open seat.** Mr. Walker announced that he would like to wait on recommending a new board member until all the board could be present. He stated that he had an individual from Leeton and one from Chilhowee who might be interested in serving. No discussion from the board.

## **7. Discussion and Announcements.**

Mr. McMullin asked Ms Shelton-Council why the Lexington branch isn't open on Mondays? He stated that he doesn't understand why branches like Lexington and Holden are not open on Mondays. In his opinion there isn't much virus in Lexington like other places and why Lexington can't be open like it used to. Ms Shelton-Council commented that the hours were expanded in the branches to make them uniform along libraries. Several branches are open Tuesday through Saturday, the two biggest branches are open 6 days a week and the two smallest branches. The system is striving for continuity among branches, these are not permanent hours they are the hours for now. This part of our pandemic response. Mr. McMullin commented that there doesn't need to be hours for now that Odessa has more open hours and they are the same size as Lexington. He went on to state that the director is wanting to keep Lexington closed so to not have to hire new staff because two or three of them are already gone. He mentioned that one is already gone and working down in Warrensburg. Ms Shelton-Council reassured the board that no staff member has been let go. That one Lexington staff member is now working in the Technical Services office because we have to manage the number of staff in the buildings so that social distancing can happen. Mr. McMullin then asked when will the Lexington branch be open on Mondays. Ms Shelton-Council replied that when we get out of this pandemic. Mr. McMullin commented that Lexington doesn't have many pandemics. He commented that there are a lot of people in Lexington that are not happy the branch is closed on Mondays and they are going to go to the county court to raise their concerns, because you don't care about Lexington and won't do anything for Lexington. Mrs. Tyler asked why the library wasn't using the hours that staff requested back in 2018. Pre-Covid every branch sent in what hours they would like to be open. She mentioned that what Mr. McMullin is asking is for some of those hours be returned. Ms Shelton-Council stated that the library hours are matching what the door count is for the Lexington branch and in response to how we have to be responsible for the climate we are in right now. Once we start to move out of this climate we will be

reassessing all of the branches hours not just looking at their circulation but also door counts. So that we will know that the branches are being staffed properly so not only concerned circulation but also programming. We would then bring that information to the board for final approval. We are already looking at that but we have to get out of the pandemic first. We are also looking at continuity with the branches and to get away from having such a variance of open hours between branches. We are trying to give branches the hours that match their service levels.

Ms Shelton-Council stated she had a couple of announcements and announced #Giving Tuesday. A worldwide day for people across the globe to show financial support. Keeping with this theme, Trails Regional Library Foundation will be using a two-prong approach both online and with a special mailing. Library card holders can choose to give to a particular fund held at the Community Foundation of the Ozarks or by a donation directly to the Trails Foundation. With this, the Foundation will be launching a shelf naming opportunity in all of the branches. Board members were given the form that will be used. This #Giving Tuesday drive will launch on December 1, 2020.

Also launching on December 1 is the hotspot project. 30 hotspots will become available for circulation to patrons in the branches. Currently, several of our community partners are utilizing 5 hotspots for their patrons.

The Public Technology Assistants, using a help line, will be available to work with patrons beginning on December 1, 2020.

Ms Jarman commented that with other organizations that she is involved with they are able to dedicate their mileage to the foundation. So instead of getting paid for mileage board members can dedicate that money to the Foundation. Ms Shelton-Council stated that she would have to look into that.

**8. Closed Session 610.021(3).**

At 7:29p.m. Ron McMullin 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, Georgia Jarman – Aye, Ron McMullin – Aye, Amanda Travis – Aye, Judy Tyler – Aye, Scotty Walker – Aye. Motion passes with 7 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. There will be no meeting held in December. The next meeting will be at 7:00p.m. on January 20, 2021 at the Concordia Branch.

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Board Officer

January 20, 2021

Date of approval