

**Trails Regional Library Board of Trustees**  
**Minutes of January 20, 2021**

**1. Call to order**

The Trails Regional Library Board met on January 20, 2021 with the majority of 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 7:02p.m.

**2. Roll Call**

Board members attending in person: Allycen Burton, Fern Deatherage, Carlin Dillon, Georgia Jarman, Ron McMullin, Judy Tyler and Scotty Walker. Judy Wolter arrived several minutes after the start of the meeting. No Board members attended via GoToMeeting. Unable to attend: Amanda Travis.

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, Roger Dumas, Nate Beyerink, Billy Stone and Luke Ciccone who provided technical support for the live stream. Guests attending in person: Dillon Kliewer, from RCI, Doug Mackesty with Schefer's Roofing Co. and Doug Harris, Harris, Harris & Sommer, LLC. One guest attending via GoToMeeting: Robin Westphal, MO State Librarian. Public attending: There were 28 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. Mr. Walker then moved onto the State Librarian, Robin Westphal. Ms Shelton-Council went to introduce Ms Westphal to the board unfortunately there were technical

difficulties. Mr. Walker moved onto the Consent Agenda while the difficulties were addressed.

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

Mr. Walker asked if there were any questions on the consent agenda. Ms Jarman commented that she had a question pertaining to the November meeting minutes. She stated she had an addition to the minutes that was omitted and she passed out her correction. Georgia Jarman made a motion that the November minutes be approved as corrected. Discussion ensued. Ms Love asked if she could re-read the motion to make sure it was correct, it was corrected to state, Georgia Jarman made a motion that the November minutes be corrected. Fern Deatherage seconded the motion and a roll call vote was taken, Allycen Burton – Aye, Fern Deatherage – Aye, Carlin Dillon – Aye, Georgia Jarman – Aye, Ron McMullin – Aye, Judy Tyler – Aye, Judy Wolter – Abstained, Scotty Walker – Aye. The motion passed with 7 Ayes, 0 Nays and 1 Abstention.

The board then discussed the decision to close the Holden branch from December 8 through December 29 due to COVID-19 exposures. The board asked Ms Shelton-Council to work up a contingency plan so that no library branch has to be totally closed.

Mr. Walker then asked if State Librarian, Robin Westphal was on the line. Ms Westphal stated she was. Mr. Walker invited her to begin her presentation. Ms. Westphal introduced herself and explained that the state library is within the Secretary of State Office. She stated that she is virtually attending library board meetings across the state to see what is going on around the state. Ms Westphal stated that back on March 24 2020 public libraries of all sizes across the state started meeting virtually every week to strategize, plan and support each other in the response to COVID-19. Missouri libraries managed quite well; beginning curb-side service, creating virtual programming and developing re-opening plans. She specifically mentioned Ms Shelton-Council who served on a committee, commissioned

by the state library, to write re-opening guidelines for libraries. The finished document was downloaded 500 times by librarians not only across Missouri but was recognized by the American Library Association and used nationwide. Ms Westphal then listed a few of the accomplishments Trails Regional Library achieved, from providing a hot spot lending program to participating in the Evergreen consortium. She then explained that the state library administers state aid and federal funds at the state level. Federal funds are voted on by Congress and authorized by the Institute of Museum and Library Services. She remarked that Trails Regional Library has always had a great reputation of applying for these grants and maintaining a high quality of grant applications. In 2020 the state library awarded 252 grants plus had some extra emergency funding through the CARES act and the Department of Economic Development to be able to offer additional money to libraries. The State Library also allocates state aid. State aid is distributed to library districts on a per capita allocation. In addition, the State Library is also involved in early literacy, computer/digital literacy and employment services across the state. The State Library helps library districts better serve their patrons, train library staff and library boards to be more effective and better managed. In several weeks the State Library will roll out a new Board Training module that will be available to all library boards. Ms Westphal then covered her five main pillars of being a board member. The first pillar is advocacy. Board members support the mission of the library in funding, in programming and with services the library provides to the community. The second is planning for the future and policy updating. The third is that general administration of a library is left up to the library Director. That includes personnel decisions, collection development, physical facilities and program management. The fourth pillar is that the board has one employee they are responsible for. The board is responsible for the recruitment and evaluation of the library director. The fifth pillar of being a board member is open communications between the board and the library director. The board's job is to work with the library director to provide high quality library service to the community. Ms Westphal went on to compliment the Trails staff for being committed,

professional and helpful throughout the state making all libraries better. Every state-wide committee there has always been a member from Trails on that committee. Trails is well represented on the Missouri Evergreen committees as well. The reputation of this library district is stellar. Her final thoughts are on the future of libraries. She sees the changes that were made because of the pandemic as services that will stay in place after COVID-19 ie; curb-side service, that libraries have become people centered not collection centered. Ms Westphal commended the board members for serving on the board. Mr. Walker thanked Ms Westphal for her presentation.

Mr. Walker inquired if the board would be fine with moving down the agenda to New Business so the next guests may speak before the approval of the consent agenda. The board agreed. Mr. Walker asked Ms Shelton-Council to speak to the Warrensburg Roof issue. Ms Shelton-Council stated there are two large capital projects that may need to be put in the budget for 2021. The roof of the Warrensburg building has developed several leaks over multiple places and have continually worsened. Ms Shelton-Council stated the second major capital project for next year is the Knob Noster parking lot. She then introduced Billy Stone, Trails Facilities Technician, Dillon Kliwer from RCI and Doug Mackesty with Schefer's Roofing. Mr. Stone went over a power point presentation showing the condition of the Warrensburg roof. The Board then asked questions of Mr. Kliwer and Mr. Mackesty about the replacement of the roof. Discussion ensued.

Georgia Jarman made a motion to begin work with Tracy Brantner here in town, she is our person for economic expansion, she is a person who is over a lot of the work that is done in the city, she has lists of contractors and engineers, she has done the roof at the courthouse and she would be helpful in the bid letting process. Ms Dillon seconded the motion and a roll call vote was taken; Allycen Burton – Aye, Fern Deatherage – Aye, Carlin Dillon – Aye, Georgia Jarman – Aye, Ron McMullin – Aye, Judy Tyler – Aye, Judy Wolter – Nay, and Scotty Walker – Aye. The motion passed with 7 Ayes and 1 Nay.

The board directed Ms Shelton-Council to contact Tracy Brantner.

The board moved on to the Knob Noster parking lot discussion. Mr. Stone shared a power point presentation on the condition of the Knob Noster branch parking lot. He discussed the asphalt cracking and heaving, low spots, pot holes, damaged curbing, etc. Discussion ensued. Ms Jarman moved to accept the bid as presented. Ron McMullin seconded the motion and a roll call vote was taken; Allycen Burton – Aye, Fern Deatherage – Aye, Carlin Dillon – Aye, Georgia Jarman – Aye, Ron McMullin – Aye, Judy Tyler – Aye, Judy Wolter – Aye and Scotty Walker – Aye. The motion passed with 8 Ayes and 0 Nays.

The board thanked the guests for attending the meeting as they departed. Mr. Walker directed the board to go back to the consent agenda. Mr. Walker asked if there were any question on the consent agenda items. Fern Deatherage made a motion to approve the consent agenda with the addition of the printed checks from the general fund. Judy Wolter seconded the motion and a roll call vote was taken, Allycen Burton – Aye, Fern Deatherage – Aye, Carlin Dillon – Aye, Georgia Jarman – Aye, Ron McMullin – Aye, Judy Tyler – Aye, Judy Wolter – Aye and Scotty Walker – Aye. The motion passed with 8 Ayes and 0 Nays.

## **5. Unfinished Business**

- a. Vote on open Johnson County board seat.** Mr. Walker reported that there were three candidates to choose from; Michelle Amos, Lori Dodson and Dr. Dorothy Arvizu. Ms Wolter pointed out that the board member leaving the board was from Leeton and that Ms Dodson lives in Leeton. Ms Wolter moved to recommend Lori Dodson to serve on the Trails Regional Library Board. Carlin Dillon seconded the motion and a roll call vote was taken; Allycen Burton – Aye, Fern Deatherage – Aye, Carlin Dillon – Aye, Georgia Jarman – Aye, Ron McMullin – Aye, Judy Tyler – Aye, Judy Wolter – Aye and Scotty Walker – Aye. The motion passed with 8 Ayes and 0 Nays.

## **6. New Business**

### **a. Gordian/RCI presentation on proposed FY22 Capital projects.**

**i. Warrensburg Roof.** Covered earlier in the minutes.

**ii. Knob Noster Parking Lot.** Covered earlier in the minutes.

**b. Proposal for New Board Member Orientation.** Ms Jarman thanked Ms Shelton-Council for putting this orientation together. That as a new board member she would have found the orientation very helpful. She did suggest one amendment; that being the orientation be conducted by an administrative person with the board president or their proxy also in attendance. Georgia Jarman moved to accept the new board member orientation proposal with the addition of adding the board president or his proxy to the proposal. Ron McMullin seconded the motion and a roll call vote was taken: Allycen Burton -- Aye, Fern Deatherage -- Aye, Carlin Dillon -- Aye, Georgia Jarman -- Aye, Ron McMullin -- Aye, Judy Tyler -- Aye, Judy Wolter -- Aye and Scotty Walker -- Aye. The motion passed with 8 Ayes and 0 Nays.

**c. Location of March and April board meetings.** Ms Shelton-Council reported there are only two locations large enough to allow for social distancing of the board; the Warrensburg Branch and the Knob Noster Branch. Ron McMullin made a motion to move the March and April board meetings to the Warrensburg Branch. Georgia Jarman seconded the motion and a roll call vote was taken: Allycen Burton -- Aye, Fern Deatherage -- Aye, Carlin Dillon -- Aye, Georgia Jarman -- Aye, Ron McMullin -- Aye, Judy Tyler -- Aye, Judy Wolter -- Aye and Scotty Walker -- Aye. The motion passed with 8 Ayes and 0 Nays.

## **7. Discussion and Announcements**

Mr. Walker asked if there were any discussion or announcements. The board discussed how branches could open back up to full service and what

the post-pandemic hours might look like. The three data points that will be looked at is door count, circulation and telephone contacts. Staff will gather the information, make a suggestion and bring that to the board for the decision on permanent hours.

**8. Adjournment**

President, Scotty Walker, adjourned the meeting at 9:16p.m. The next meeting will be at 7:00p.m. on February 19, 2021 at the Warrensburg Branch.

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Board Officer March 17, 2021  
Date of approval