

**Trails Regional Library Board of Trustees**  
**Minutes of February 24, 2021**

**1. Call to order**

The Trails Regional Library Board met on February 24, 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 7:01p.m.

**2. Roll Call**

Board members attending: Fern Deatherage, Carlin Dillon, Lori Dodson, Georgia Jarman, Ron McMullin, Judy Tyler, Scotty Walker and Judy Wolter. No Board members attended via GoToMeeting. Unable to attend: Allycen Burton and 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: Doug Harris, Harris, Harris & Sommer, LLC, Tracy Brantner, Johnson County Economic Development, and Norman Lucas from Pioneer Trails Planning Commission. Public attending: There were 19 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 Consent Agenda.

**4. Consent Agenda**

The board discussed their preferences on how the minutes should be taken, whether a transcript of the discussions should be included or just the business of the board should be included. Discussion ensued. Carlin Dillon made a motion to shorten the minutes to include just the business of the

board. Fern Deatherage seconded the motion and a roll call vote was taken, Fern Deatherage – Aye, Carlin Dillon – Aye, Lori Dodson – 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.

Judy Wolter made a motion to approve only the Consent Agenda containing the Financial report: General Fund, Financial report: Designated Gifts and Financial report: Approval of Invoices & Checks with the addition of the printed checks from the general fund. Judy Tyler seconded the motion and a roll call vote was taken, Fern Deatherage – Aye, Carlin Dillon – Aye, Lori Dodson – 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.

Georgia Jarman moved to apply the new format of just including the business of the board for the January 2021 minutes. Carlin Dillon seconded the motion and a roll call vote was taken, Fern Deatherage – Aye, Carlin Dillon – Aye, Lori Dodson – Aye, Georgia Jarman – Aye, Ron McMullin – Aye, Judy Tyler – Nay, Judy Wolter – Nay and Scotty Walker – Aye. The motion passed with 6 Ayes and 2 Nays

Georgia Jarman moved to apply the new format of just including the business of the board for the November 2020 minutes. Carlin Dillon seconded the motion and a roll call vote was taken, Fern Deatherage – Aye, Carlin Dillon – Aye, Lori Dodson – Abstained, Georgia Jarman – Aye, Ron McMullin – Aye, Judy Tyler – Aye, Judy Wolter – Abstained and Scotty Walker – Aye. The motion passed with 6 Ayes and 2 Abstentions.

The Board directed Anita Love to rewrite the November 2020 and January 2021 minutes in the new format and to write the February minutes also in the new format.

## 5. Unfinished Business

- a. **November Minutes correction.** The Board addressed the November minutes under the Consent Agenda.
  
- b. **Warrensburg Roof – QBS process presentation.** Ms Shelton-Council introduced Tracy Brantner, Johnson County Missouri Economic Development Corporation and Norman Lucas, Pioneer Trails Planning Commission to speak on the topic of Qualification Based Selection (QBS) also known as Request For Qualifications (RFQ). Both Ms Brantner and Mr. Lucas addressed the board explaining their experience in selecting an engineer. Their recommendation is for the board or a committee from the board to read and score the QBS/RFQs by first looking at qualifications and then looking at the cost of hiring the engineer. Legal counsel suggested the board also look at making the contract with an engineer a little broader by covering a one-year time span. That way if other projects come up that need the expertise of an engineer one will already be selected. Georgia Jarman made a motion to engage both Norman Lucas and Tracy Brantner to help with the process of selecting an engineer for Trails Regional Library. Judy Wolter seconded the motion and a roll call vote was taken, Fern Deatherate – Aye, Carlin Dillon – Aye, Lori Dodson – 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.

Discussion ensued by the board over the next steps to take in the process.

Fern Deatherage made a motion to include in the QBS/RFQ that the contract made with the chosen engineer would be for a time period of one year. Georgia Jarman seconded the motion and a roll call vote was taken, Fern Deatherage – Aye, Carlin Dillon – Aye, Lori Dodson – 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.

Judy Wolter made a motion for the QBS/RFQs documentation from engineers be received in the Trails Regional Library Administrative Office on or before April 15, 2021. Georgia Jarman seconded the motion and a roll call vote was taken, Fern Deatherage – Aye, Carlin Dillon – Aye, Lori Dodson – 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.

President, Scotty Walker appointed Judy Wolter to be the chairperson of the committee for selecting an engineer. Carlin Dillon and Lori Dodson were also appointed to the committee.

The Board asked Mr. Lucas if he would also be willing to read through and score the QBS/RFQs along with the committee. Mr. Lucas stated that he would.

## **6. New Business**

- a. **Policy C103, E102 and E104 updates.** Ms Shelton-Council reported that Policies C103 – Internet access and filtering, E102 – Check out periods and E104 - Computer access have been updated to include the new services of Wi-Fi, hot spots and mobile devices. She reported that legal counsel had reviewed all three policies and had made their changes. Discussion ensued. Carlin Dillon made a motion to accept the new updates to policies C103 – Internet access and filtering, E102 – Check out periods and E104 – Computer access as presented. Judy Wolter seconded the motion and a roll call vote was taken, Fern Deatherage – Aye, Carlin Dillon – Aye, Lori Dodson - 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.

- b. **Proposal for new payroll/timekeeping system – ADP.** Ms Shelton-Council and Mr. Constant reported on a new payroll/timekeeping system, ADP. ADP would be used instead of the current timekeeping system, TimeStation. TimeStation currently costs the District \$400 per year, the accountant office which does payroll charges \$768 per month. If the District were to take over doing payroll in house the accountant costs will lower to \$495 per month. The accountants will continue to prepare the financials. The cost of ADP could be an annualized cost of \$10,000 per year. The board then went over the timeline for implementation of ADP. Discussion ensued. Judy Wolter made a motion to approve the allotment of \$10,000 in the FY2022 budget for the purchase of ADP. Fern Deatherage seconded the motion and a roll call vote was taken, Fern Deatherage – Aye, Carlin Dillon – Nay, Lori Dodson – Aye, Georgia Jarman – Aye, Ron McMullin – Nay, Judy Tyler - Aye, Judy Wolter – Aye and Scotty Walker – Nay. The motion passed with 5 Ayes and 3 Nays.
- c. **Presentation of FY20 Annual Report.** Ms Shelton-Council, with the assistance of Sara Evans, presented the FY2020 annual report. The annual report is a snapshot of the basic information pertaining to the library district. The report was presented in a booklet format covering locations, the FY2020 budget, Capital projects and maintenance, Circulation statistics, Library collection statistics, Digital resources statistics, Library impact of COVID-19, Programs, Early literacy, Staff training, Marketing, Partnerships and grants and the Library Foundation. The Board complimented and thanked Sara Evans for presenting the information and pictures in a clear and pleasing format.
- d. **Acceptance of Director resignation.** Mr. Walker stated that he had received the resignation of Library Director, Tanya Shelton-Council. Discussion ensued. Fern Deatherage made a motion to accept the resignation of Tanya Shelton-Council effective March 5, 2021. Georgia Jarman seconded the motion and a roll call vote was taken, Fern

Deatherage - Aye, Carlin Dillon - Aye, Lori Dodson – unable to vote, she had left the meeting, Georgia Jarman - Aye, Ron McMullin – unable to vote, he had left the meeting, Judy Tyler - Aye, Judy Wolter - Nay and Scotty Walker – Aye. The motion passed with 5 Ayes and 1 Nay.

Several of the board members personally thanked Ms Shelton-Council for her work with Trails Regional Library.

- e. **Search Committee for new library director.** Mr. Walker stated that on previous occasions for a director search the board would form a committee and advertise the position on local list serves, at the two library schools, on the American Library Association and Missouri Library Association job boards and in all of the local newspapers. Discussion ensued. Mr. Walker appointed Fern Deatherage, Georgia Jarman, and Ron McMullin to the committee. Mr. Walker stated he will reach out and ask Allycen Burton if she too would serve on the committee. The Board directed Sara Evans to pull the wording on the advertisement that was used in the past and send to the members of the committee for updating.

## **7. Discussion and Announcements**

The board then discussed the pros and cons of offering patrons the ability to use credit cards/debit cards to make payments to the District.

Discussion ensued.

Ms Shelton-Council reported that the formulation of a new strategic plan was still moving forward. Orange Boy will help with the facilitation of the plan. Kate Jacobs and Clark Swanson will be reaching out to board members, elected officials, staff and patrons gathering information on what people would like to see the library district doing. Then in April focus groups will be held. These will probably be hybrid meetings with some patrons attending in person and some patrons attending virtually. The goal

for the strategic plan is to be completed by June so it can benefit the new director and staff.

Mr. Walker reported that the Library Foundation had committed to pay \$3,000 in support of Ms Shelton-Council and Ms Evan's new project for providing materials to home bound patrons. The project is just getting underway.

**8. Adjournment**

President, Scotty Walker, adjourned the meeting at 9:38p.m. The next meeting will be at 7:00p.m. on March 17, 2021 at the Warrensburg Branch.

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Board Officer

March 17, 2021  
Date of approval