

Trails Regional Library Board of Trustees
Minutes of July 21, 2021

1. Call to order

The Trails Regional Library Board met on July 21, 2021 with the majority of the board attending in person at the Warrensburg Branch. The meeting was live streamed for the public on YouTube. President, Scotty Walker, called the meeting to order at 7:00 p.m.

2. Roll Call

Board president, Scotty Walker introduced Jana Brookshier as the newest board member from Johnson County. Other board members, Fern Deathrage, Judy Tyler, Carlin Dillon, Judy Wolter and Ron McMullin introduced themselves to Ms. Brookshier as well as Jackie Hawes, new director of Trails Regional Library. Georgia Jarman was unable to attend.

On-duty staff attending in person: Anita Love, Karen Churn and Luke Ciccone who provided technical support for the live stream. Tracy Brantner was a guest. On duty staff attending remotely: Roger Dumas attended via Go-To Meeting.

3. Public Comments

There were not public comments.

4. Consent Agenda

Ms. Dillon stated that the June minutes were not correct. She stated that under "Lifting COVID Restrictions," there was one motion that was made that the staff wear their masks at their discretion. That was not entered into the minutes. It stated that Georgia Jarman made a motion to have the children under the age of 12 [be requested to wear masks, but they are not required to do so]. Georgia also made a motion for staff [not have to wear] masks. Ms. Dillon made a motion that Branch Managers decide the size of

the groups that would safely accommodate children attending story times and that masks would be available, but not required. The library would strongly encourage, but not require masks. That vote carried eight to zero. Ms. Dillon stated that the staff/mask issue was between 28:00 and 29:00 in the video of the last board meeting and that her motion was between 35:00 and 36:00.

Ron McMullin moved to accept the Consent Agenda as corrected. Judy Wolter seconded. The motion carried unanimously with all seven attending board members.

5. Unfinished Business

a. RFQ for Engineers Committee Report

Tracy Brantner, Director for the Johnson County Economic Development Corp, thanked the board for the opportunity to provide assistance on the library project. Norman Lucas, Director of Pioneer Trails Regional Planning Commission, was unable to attend due to a prior commitment. Ms. Brantner walked the board through the process of selecting an engineering firm, including changes made to the RFQ. She thanked Ms. Wolter and Ms. Dillon for all of their help in this process. The new one-page RFQ and Master Agreement for Engineering Services was mailed out to 37 firms after approval from library counsel. They were also put out on the Trails Regional Library website. Ms. Brantner also called 30 firms. Two firms responded. The committee then got together with Ms. Brantner and Mr. Lucas in June for discussion on which firm to choose via a ranking system. Roof Asset Management Services, LLC was chosen by the committee. There were no red flags. Next is to enter into negotiations with the chosen firm.

Fern Deathrage moved to enter into negotiations with Roof Asset Management Services, LLC. Ron McMullin seconded. All attending members voted unanimously in the affirmative to approve the motion.

Before moving on, Judy Wolter asked who, specifically, would be negotiating with Roof Asset Management Services and reminded the board that the Engineering Committee is down one member with the resignation of Lori Dodson.

After some discussion Ron McMullin moved to nominate Scotty Walker be placed on the committee. Fern Deathrage seconded. All attending board members voted in the affirmative except for Mr. Walker who abstained.

Fern Deathrage moved that the Engineering Committee continue on with their work with negotiating with the Roof Asset Management Services. Ms. Brookshier seconded. Motion carried unanimously with all seven attending board members.

b. Lafayette County Board Members

Mr. Walker reminded that board that there are two openings to represent Lafayette County. Ron McMullin recommended that Sandy Hinke's name be submitted to the Lafayette County Commissions for approval to serve in Allycen Burton's vacated seat which will end in 2025. Judy Wolter made motion to approve submission. Judy Tyler seconded. All seven attending board members voted unanimously to approve.

Mr. McMullin states that has another potential nominee from Odessa who is highly recommended, however, she has not returned her application yet. He hopes to have a completed application returned by the August board meeting.

c. Johnson county representative for Foundation Board

Mr. Walker stated that when Becky Clear wasn't selected last month to serve on the board of trustees, he asked her if she would be willing to serve on the foundation board that has an open seat due to the passing

of Ken Messer. Ms. Clear has agreed to serve. Judy Wolter made a motion to select Becky Clear to serve out Ken Messer's unexpired term. Ron McMullin seconded. Before voting, Ms. Brookshier asked for clarification regarding the nominations of foundation board member. She wanted to know if foundation board members have any input regarding who serves with them. Mr. Walker clarified that the board of trustees are chosen by the county commissions and the foundation board members are chosen by the board of trustees.

All seven attending board members unanimously voted in the affirmative.

Mr. Walker stated that the foundation board needs to have a meeting and requested that Ms. Hawes gather the financial information to present to them.

6. New Business

a. Approval of Jackie Hawes and board officers on bank accounts

Ms. Love stated that Ms. Hawes' name needs to be added the bank accounts as well as the safety deposit box and have the previous director, Tanya Shelton-Council, removed. Fern Deathrage moved that the former director's name (**Tanya Shelton-Council**) be removed from the bank accounts (**UMB, Central Missouri Community Credit Union, Bank of Odessa**) as well as the safety deposit box and that the new director, **Jackie Hawes**, as well as the board officers (**Scotty Walker, Ron McMullin, Judy Wolter and Judy Tyler**), be added. Carlin Dillon seconded. All seven attending board members unanimously voted in the affirmative.

b. Warrensburg entry double door issue. Replace?

Ms. Hawes explained to the board the issues with the malfunctioning eastside double door of the Warrensburg Branch that is being made worse by the heat and humidity. The staff recommendation is to have someone come look at it to find possible solutions or, if it needs to be

replaced, new doors with panic bars added are installed for safety reasons. Ms. Love stated that the maintenance department thinks that a glazier will need to be hired because the whole front glass panel may need to be replaced which means that this project goes from being a maintenance expense to a capital expense. Mr. Walker stated that Ms. Love could go ahead and get estimates of what needs to be done and report back to the board if it is something that is an emergency situation.

c. Audit Engagement Letter

Ms. Hawes reported that Gillum and Gillum have sent an engagement letter for the FY2021 audit which will take place in August. Ms. Hawes will sign the letter and send it back. The board was given a copy for informational purposes.

Jana Brookshier moved that Ms. Hawes to enter into the agreement for Gillum and Gillum to perform the FY2021 audit. Judy Wolter seconded. All attending members voted unanimously in the affirmative.

7. Discussions and Announcements

a. FY2022 Salary Scale recommendation (No action needed)

Ms. Hawes stated that the board finance committee met on June 23, 2021 to discuss the FY2022 salary scale. The recommendations were included in the board packets and currently just informational as they will be included when the entire budget comes up for a vote in August. The board had no questions, however, Judy Tyler commended and thanked Ms. Love for her helpfulness to the committee during their review.

b. Holden Lease

Mr. Walker stated that the City of Holden owns the building that currently houses the Holden Branch and that Trails has a 20-year lease with four 20 -year options after the initial lease expires. Trails is currently in year seventeen. He just wants to make sure that Trails is secure due to some “shenanigans” going on with the City of Holden. He wants to make sure that the lease is exact in order to not give the City of Holden any reason to cancel it. Mr. Walker stated that the library’s legal counsel may have to be involved.

Before adjourning, Mr. Walker stated that the board will need to revisit and clarify the requirements for children to be masked when attending story times. He stated that it was his understanding that the board had voted that children under 12 attending programs were to be masked. He stated that he saw photos of a program in Odessa and that the children and adults were jam packed into a small space. Discussion ensued. Ms. Hawes stated that she will devise a COVID plan specific to each branch.

Ms. Hawes thanked Mr. Walker for coming to Warrensburg to introduce her to the administrative staff. She thanked Anita Love and Karen Churn for getting her up to speed as well as Luke Ciccone and Billy Stone for building risers on her desk.

Ms. Hawes stated State Aid application has been signed and will be mailed the following day.

Ms. Hawes stated that next month the board packets will be sent via email unless there are board members who want hard copies. Ron McMullin, Scotty Walker, Carlin Dillon and Fern Deathrage requested hard copies.

Ms. Hawes stated that she would begin Board orientation/training to ensure TRL follows parliamentary procedure, by-laws, Sunshine Laws, etc. to avoid potential violations and to develop rapport and trust between the new Director and the Board of Trustees through effective communication.

Ms. Hawes stated that her top priorities currently are branch visits, meeting one-on-one with the staff, deciding admin duties, the tax levy, finalizing the budget, and board orientation and training.

8. Adjournment

President, Scotty Walker, adjourned the meeting at 8:07p.m. The next meeting will be at 7:00p.m. on August 25, 2021 at the Warrensburg Branch.

Board Officer

August 25, 2021
Date of approval