

Minutes of Board of Trustees Meeting, October 20, 2021

(This document is a draft and has not been approved by the Board)

1. Call to order

The Trails Regional Library Board met on October 20, 2021, at the Warrensburg branch, with all of the board attending. The meeting was live streamed for the public. President, Scotty Walker, called the meeting to order at 7:02 p.m.

2. Roll Call

Board members attending in person: Carlin Dillon, Judy Wolter, Ron McMullin, Fern Deatherage, Jana Brookshier, Georgia Jarman, Judy Tyler, and Scotty Walker. Attending via phone were Cathy Thompson and Sandy Henke.

On duty staff attending were Jackie Hawes, Director and Billy Stone. Also attending was Laura Gillum, auditor.

3. Public Comments

There were no public comments.

4. Consent Agenda

a. Minutes

Judy Tyler's name was listed as voting on the motion to replace Scotty Walker on the roofing committee. As she was not present at the meeting, minutes need to be corrected.

b. Financial report: General Fund

Judy Wolter stated that current receipts did not show any tax money being collected from Lafayette Co. Director Hawes stated that the amounts had not been entered from the final approved budget and the counties estimated amounts had not been separated.

d. Financial report: Approval of Invoices & Checks

Carlin Dillon called the Board's attention to errors that had been discovered in the printed checks register and also in the incidental register. Director Hawes stated that these errors have been identified and corrected. The correct total of checks written is \$62,248.19.

Ron McMullin asked about a large check written to Sara Evans and whether all administrative staff were again working in the office. All staff are back in the office unless pre-approved by Director Hawes, and the check to Sara was mileage reimbursement for picking up supplies and attending the MLA Conference.

Jana Brookshier asked whether there is a plan in place to honor retiring employees. Director Hawes will look into this and let us know.

Judy Wolter moved to accept the consent agenda with correction made and Jana Brookshier seconded the motion. Roll call vote was taken with the results as follows: Carlin Dillon – Aye; Judy Wolter – Aye; Ron McMullin – Aye; Fern Deatherage – Aye; Jana Brookshier – Aye; Georgia Jarman – Aye; Cathy Thompson – Aye; Sandy Henke – Aye; Judy Tyler – Aye; Scotty Walker – Aye. Motion carried with 10 Ayes and 0 Nays.

5. Unfinished Business

No unfinished business.

6. New Business

a. Presentation of FY21 Audit –Laura Gillum

Laura Gillum of Gillum and Gillum, was there to discuss the annual audit of Trails. She focused our attention on material weaknesses in the areas of disbursements and financial reporting. She also pointed to a significant deficiency in the area of grant monitoring, stating that Trails had received many small grants during the past year but this money had not always been tracked properly. Implementing all of her recommendations has begun. Judy Wolter thanked Ms. Gillum for her explanations and for giving us copies of her report prior to our meeting.

Following Ms. Gillum's presentation, Sandy Henke suggested a better system of monitoring grants be devised. Director Hawes reported that she is currently working on that and stated that in the future the Board will be informed of any and all grants applied for, received, and spent with Board oversight at all stages.

b. Consider approval to apply for the LSTA Technology Mini Grant

Director Hawes explained that due to the filing deadline to apply for this

grant, the application had already been submitted but that it could be canceled if Board does not approve. The grant money requested is for \$27,346 which would provide replacements for 22 out-of-date computers and monitors. We have \$30,022 budgeted in FY22 to match these funds and this would provide an additional 22. The grant would be through the state library.

Ron McMullin asked what would be done with the computers being replaced. Discussion ensued and Director Hawes will look into options. Jana Brookshier questioned whether replacing this much technology at one time might lead to issues when these become obsolete and Director Hawes stated that this needs to be addressed in our strategic plan.

Following further discussion, Jana Brookshier made a motion to approve the application for the LSTA Technology Mini Grant, with second by Cathy Thompson. Roll call vote was taken with these results: Carlin Dillon – Aye; Judy Wolter – Aya; Ron McMullin – Aye; Fern Deatherage – Cye; Jana Brookshier – Aye; Georgia Jarman – Aye; Cathy Thompson – Aye; Sandy Hanke – Aye; Judy Tyler – Aye; Scotty Walker – Aye; Motion passed with unanimous approval.

c. Missouri’s Victims Economic Safety & Security Act (VESSA) Leave Policy

This new law provides for extending unpaid leave and reasonable safety accommodations to employees who are victims of domestic violence or sexual abuse and applies to all employers in MO with at least 20 employees. The deadline for notifying employees of their rights under this law is October 27, 2021, and requires Board approval.

Judy Wolter made a motion to notify employees of their rights under this law by October 27, 2021, with second by Fern Deatherage. Roll call vote as follows: Carlin Dillon – Aye; Judy Wolter – Aye; Ron McMullin – Aye; Fern Deatherage – Aye; Jana Brookshier – Aye; Georgia Jarman – Aye; Cathy Thompson – Aye; Sandy Henke – Aye; Judy Tyler – Aye; Scotty Walker – Aye. Motion passed unanimously.

d. Determine meeting locations for January thru June

The IT department was asked to determine if all eight libraries would be able to stream our monthly meetings from their locations. The Warrensburg, Knob Noster, and Odessa libraries can do so with social distancing while the other five branches – Concordia, Corder, Holden, Lexington, and Waverly - can do so without social distancing. Discussion ensued.

Ron McMullin made the motion to hold the remainder of the FY22 meetings at Warrensburg, with second by Sandy Henke. Results of a roll call vote were as follows: Carlin Dillon – Aye; Judy Wolter – No; Ron McMullin – Aye; Fern Deatherage – Aye; Jana Brookshier – Aye; Georgia Jarman – Aye; Cathy Thompson – Aye; Sandy Henke – Aye; Judy Tyler – Aye; Scotty Waker – Aye; Motion passed with 9 Ayes and 1 No.

e. Roofing Committee Update

The roofing committee had met to review the Engineer Services Agreement. Once negotiations are complete the committee will meet to make a recommendation to the Board. Board approval is necessary before entering into a contract. Sandy Henke stated she had been doing homework since being appointed to this committee and asked for another committee meeting to discuss the agreement. Another meeting will be scheduled.

7. Announcements

Judy Wolter stated that payments continue to be made to ADP every two weeks and monthly to OrangeBoy. Carlin Dillon asked how long our contract with OrangeBoy is and Director Hawes will check to see. Discussion ensued regarding whether Board members had been contacted to respond to a survey from OrangeBoy. Different responses were made.

8. Adjournment

President Walker adjourned the meeting at 8:08 p.m.

Approved _____ Date _____