

Minutes of Board of Trustees Meeting, March 16, 2022

1. Call to Order

The Trails Regional Library Board met on March 16, 2022, with members attending in person and via GoToMeeting at the Warrensburg branch. The meeting was live streamed for the public. President Scotty Walker called the meeting to order at 7:00 p.m.

2. Roll Call

Board members attending in person: Jane Beal, Jana Brookshier, Fern Deatherage, Carlin Dillon, Ron McMullin, Judy Wolter, and Scotty Walker. Attending via GoToMeeting was Sandy Henke. Absent were Georgia Jarman and Judy Tyler. On duty staff attending were: Jackie Hawes, Director; Susan Kromrie, Asst Director; and Luke Ciccone.

3. Closed Session 610.021 (3)

Director Hawes asked for a motion to go into closed session. Judy Wolter moved to go into closed session, with second by Fern Deatherage. Roll call vote was taken as follows: Jane Beal – Aye; Jana Brookshier – Aye; Fern Deatherage – Aye; Carlin Dillon – Aye; Sandy Henke – Aye; Ron McMullin – Aye; Judy Wolter – Aye; and Scotty Walker – Aye. Motion passed with 8 Ayes and 0 Nays.

Following closed session, the Board of Trustees meeting returned to open session. The record of voting to return to open session is a part of the closed session minutes.

4. Public Comments

There were no public comments.

5. Consent Agenda

It was noted that in the minutes of the February meeting, the secretary had failed to include the vote of Georgia Jarman under consideration of approval of credit card for the Asst Director. This resulted in a total of nine (9) votes of approval which meant the vote could not be considered unanimous as was written in the minutes. Following correction of this

error, Ron McMullin moved to approve the consent agenda. Second was made by Judy Wolter and roll call vote was taken with results as follows: Jane Beal – Aye; Jana Brookshier – Aye; Fern Deatherage – Aye; Carlin Dillon – Aye; Sandy Henke – Aye; Ron McMullin – Aye; Judy Wolter – Aye; and Scotty Walker – Aye. Motion passed with 8 Ayes and 0 Nays.

6. Unfinished Business

a. Consider approval of changes to Policy F203-Leave

Director Hawes presented an updated Policy F203-Leave. Discussion ensued over military service leave. Carlin Dillon made a motion to strike the term “State of Missouri” from Policy F203 under Paid Military Leave and to approve the policy as amended from February 2022 meeting. Fern Deatherage seconded the motion and roll call vote was taken with the following result: Jane Beal – Aye; Jana Brookshier – No; Fern Deatherage – Aye; Carlin Dillon – Aye; Sandy Henke – Aye; Ron McMullin – Aye; Judy Wolter – Aye; and Scotty Walker – Aye.

7. New Business

a. Policy Review Committee

Director Hawes asked if the board believes a committee should be implemented to review policies to present to the board. Following discussion it was decided that this would be unnecessary as the director is capable of deciding if any policies require changing, make revisions, and bring to the board for approval. No action is necessary by the board.

b. Consider approval of (8) branch manager credit cards with credit limit Of \$500

Our auditor has advised that library branch managers no longer deal with cash as this does not provide oversight. Director Hawes would like to issue credit cards to the branch managers with a limit of \$500 each. Susan Kromrie would be responsible for oversight of spending and would reconcile receipts for purchases with the credit card billing each month. Each branch is allocated a set amount in the annual budget and must stay within that. Discussion ensued after which Jana Brookshier made a motion to approve that credit cards with a limit of \$500 be issued to each branch manager with oversight by Asst Director Kromrie and that a card be frozen when the budget limit is reached. Motion was

seconded by Jane Beal and roll call vote was taken with the following results: Jane Beal – Aye; Jana Brookshier – Aye; Fern Deatherage – Aye; Carlin Dillon – Aye; Sandy Henke – No; Ron McMullin – Aye; Judy Wolter – Aye; and Scotty Walker did not vote. Motion passed with 6 ayes and 1 nay.

c. Consider approval of a new position – Shelver PT

Director Hawes has requested we create a new part time position. After discussion Sandy Henke moved to approve the position of a temporary, part time Shelver, with second by Jana Brookshier. Roll call vote was taken with the following results: Jane Beal – Aye; Jana Brookshier – Aye; Fern Deatherage – Aye; Carlin Dillon – Aye; Sandy Henke – Aye; Ron McMullin – Aye; Judy Wolter – Aye; and Scotty Walker did not vote. Motion passed with 7 Ayes and 0 nays.

8. Announcements

- a. Director Hawes announced that TRL moved to Level 2 of the COVID-19 Response Plan on March 7, 2022.
- b. Director Hawes announced that TRL will move to Level 1 of the COVID-19 Response Plan on March 21, 1022.

Jana Brookshier expressed her appreciation of the reports compiled by the department heads and branch managers.

Sandy Henke extended a welcome to Susan Kromrie.

9. Adjournment

Scotty Walker adjourned the meeting.

Board Officer

Date of Approval