

## **Minutes of Trails Regional Library Board of Trustees Meeting, June 15, 2022**

### **1. Call to Order**

The Trails Regional Library Board met on Wednesday, June 15, 2022, with members attending in person at the Warrensburg branch and by GoTo Meeting. The meeting was live streamed and open for the public to attend. President Scotty Walker called the meeting to order at 7:00 pm.

### **2. Roll Call**

Board members attending in person: Jane Beal, Carlin Dillon, Judy Wolter, Ron McMullin, Jana Brookshier, Georgia Jarman, Fern Deatherage, Judy Tyler, and Scotty Walker. Attending via GoTo was Sandy Henke. On duty staff attending: Jackie Hawes, Director, and Luke Ciccone. Off duty staff attending was Jae Steinkuhler. Guest attending was Michael Brunkhorst.

### **3. Public Comments**

There were no public comments.

### **4. Consent Agenda**

Ron McMullin moved to approve the consent agenda with the addition of the printed checks from the general fund. Second was by Georgia Jarman and roll call vote was taken with the following results: Jane Beal – Aye; Carlin Dillon – Aye; Judy Wolter – Aye; Ron McMullin – Aye; Jana Brookshier – Aye; Georgia Jarman – Aye; Fern Deatherage – Aye; Sandy Henke – Aye; Judy Tyler – Aye; Scotty Walker – Aye. Motion passed unanimously.

### **5. Unfinished Business**

There was no unfinished business.

### **6. New Business**

#### **a. Consider TRL Board of Trustees applicants to appoint one applicant to the vacant Lafayette County seat**

Three applications were received for the Lafayette County vacancy. Each was reviewed and discussed by Board members. Following discussion, Sandy Henke made a motion to recommend Patricia Long for appointment to the Trails Board of Trustees, with second by Judy Wolter. Roll call vote was taken with the following results: Jane Beal – Aye; Carlin Dillon – Aye; Judy Wolter – Aye; Ron McMullin – Aye; Jana Beal – No; Georgia Jarman – No; Fern Deatherage – Aye; Sandy Henke – Aye; Judy Tyler – Aye; Scotty Wakker – Aye. Motion passed with 8 Ayes and 2 Nays. A letter recommending Patricia Long's appointment will be sent to the Lafayette County Board of Commissioners.

#### **b. Consider approval for a little free pantry outside the Holden branch**

President Walker stated that it was brought to our attention by MVCAA that they are seeking approval to establish a little free pantry outside the Holden branch. At

this time there are already two little pantries in Holden and that snack packs are prepared for students during the school year. The mayor of Holden is not in favor of establishing another pantry at this time. Judy Wolter made a motion to disapprove the establishment of a little free pantry outside the Holden branch, with a second by Georgia Jarman. Roll call vote was taken with the following results: Jane Beal – No; Carlin Dillon- Aye; Judy Wolter – Aye; Ron McMullin – Aye; Jana Brookshier – No; Georgia Jarman – No; Sandy Henke – Aye; Fern Deatherage – Aye; Judy Tyler – Aye; Scotty Walker – Aye; Motion passed with 7 Ayes and 3 Nays.

**c. Consider approval for a mural outside the Concordia branch**

The City of Concordia now has a patriotic mural on one of their buildings next to their city park. Another mural is being considered on an additional building to be determined. Sandy Henke wished to know the Board's decision if the Concordia branch is asked for consideration for this other mural. Discussion ensued. Jana Brookshier made a motion to table this matter with second by Georgia Jarman. Roll call vote was taken with the following result: Jane Beal – Aye; Carlin Dillon – Aye; Judy Wolter – Aye; Ron McMullin – Aye; Jana Brookshier – Aye; Georgia Jarman – Aye; Fern Deatherage – Aye; Sandy Henke – Aye; Judy Tyler – Aye; Scotty Walker – Aye. Motion passed unanimously.

**d. Consider approval to enter into Memorandum of Understanding with UCM's THRIVE program**

Michael Brunkhorst of the THRIVE program was present to ask Trails to consider partnering to provide a location for an internship to student(s) enrolled in this program at UCM. This fall they will offer a 3<sup>rd</sup> year in the program and only students enrolled in the 2<sup>nd</sup> and 3<sup>rd</sup> years will be eligible to participate in internships. The intern would be working at the Warrensburg branch in an unpaid position. Director Hawes has checked with our legal counsel and our insurance and workers comp will cover the intern. Following further discussion, Fern Deatherage made a motion to enter into a Memorandum of Understanding with UCM's THRIVE program. Motion was seconded by Jana Brookshier and roll call vote was taken with the following results: Jane Beal – Aye; Carlin Dillon – Aye; Judy Wolter – Aye; Ron McMullin – Aye; Jana Brookshier – Aye; Georgia Jarman – Aye; Fern Deatherage – Aye; Sandy Henke – Aye; Judy Tyler – Aye; Scotty Walker – Aye; Motion passed unanimously.

**e. Consider approval of revised Policy A108-Volunteers**

Director Hawes presented some changes to Policy A108-Volunteers. After discussion Carlin Dillon made a motion to approve the revision of Policy A108-Volunteers, with second by Georgia Jarman. Roll call vote was taken with the following results: Jane Beal – Aye; Carlin Dillon – Aye; Judy Wolter – Aye; Ron McMullin – Aye; Jana Brookshier – Aye; Georgia Jarman – Aye; Fern Deatherage – Aye; Sandy Henke – Aye; Judy Tyler – Aye; Scotty Walker – Aye; Motion passed unanimously.

**f. Consider approval of revised Policy A106-Patron Behavior**

Director Hawes is seeking approval of changes made to Policy A106-Patron Behavior. Following discussion, Ron McMullin made a motion to revise Policy A106-Patron Behavior. Judy Wolter seconded this motion and roll call vote was taken with the following results: Jane Beal – Aye; Carlin Dillon – Aye; Judy Wolter – Aye; Ron McMullin – Aye; Jana Brookshier – Aye; Georgia Jarman – Aye; Fern Deatherage – Aye; Sandy Henke – Aye; Judy Tyler – Aye; Scotty Walker – Aye; Motion passed unanimously.

**g. Discussion on Director evaluation process & timeline**

Director Hawes is seeking the Board’s evaluation of performance during her first year of employment and asked how the Board had handled this in the past. Discussion ensued about seeking information from other libraries regarding procedures used. The following committee was established to determine how the Board will evaluate Director Hawes: Jana Brookshier, Jane Beal, Georgia Jarman, and Carlin Dillon.

**h. Consider approval of the FY 2023 preliminary budget**

Director Hawes presented the FY 2023 preliminary budget. She explained the anticipated revenue to be received and covered each expense item. Discussion ensued after which Georgia Jarman moved to accept the FY 2023 preliminary budget. Motion was seconded by Jana Brookshier and roll call vote was taken with the following result: Jane Beal – Aye; Carlin Dillon – Aye; Judy Wolter – Aye; Ron McMullin – Aye; Jane Brookshier – Aye; Georgia Jarman – Aye Fern Deatherage – Aye; Sandy Henke – Aye; Judy Tyler – Aye; Scotty Walker – Aye. Motion passed unanimously. Director Hawes expressed her appreciation to everyone who had worked to compile the preliminary budget.

**i. Election of officers for FY2023**

Following much discussion among the Board members, motion was made by Georgia Jarman to elect Jana Brookshier as secretary, with second by Jane Beal. Roll call vote was taken with the following results: Jane Beal – Aye; Carlin Dillon – Aye; Judy Wolter – Aye; Ron McMullin – Aye; Jana Brookshier – Aye; Georgia Jarman – Aye; Fern Deatherage – Aye; Sandy Henke – Aye; Judy Tyler – Aye; Scotty Walker – Aye. Motion passed unanimously. Jana Brookshier stated that she could not be present at the July meeting due to vacation. Sandy Henke volunteered to take minutes in July.

Jane Beal then made a motion to retain the other current Board officers, with second by Sandy Henke. Roll call vote was taken with the following results: Jane Beal – Aye; Carlin Dillon – Aye; Judy Wolter – Aye; Ron McMullin – Aye; Jana Brookshier – Aye; Georgia Jarman – Aye; Fern Deatherage – Aye; Sandy Henke – Aye; Judy Tyler – Aye; Scotty Walker – Aye. Motion passed unanimously. The following Board members will serve as officers during FY2023: President – Scotty Walker;

Vice-president – Ron McMullin; Secretary – Jana Brookshier; Treasurer – Judy Wolter.

## **7. Announcements**

It was announced that Ginger Brooks had died on June 12, 2022.

The roofing contractor had delayed signing the contract until he could be assured that he would be able to get the needed supplies in order to begin the job in the 30 days required after signing and to complete it within 30 days following that.

The IT staff are looking into security cameras for the Warrensburg branch. Judy Wolter made the suggestion that dummy cameras might also be installed.

Director Hawes stated that there had been a break-in at the maintenance building. Entry was gained through a window and the only thing taken appears to be a chainsaw. Warrensburg police were notified and they took a report of the incident. The window has been secured and Billy Stone will check the building each day.

Director Hawes reported on status of hiring public safety technicians. We have received three applications, two of which were being considered for interview. One applicant did not return the call to set up an interview, and the other was a no show for the interview. These positions will be posted again.

Director Hawes also related that a promising applicant at the Odessa branch had withdrawn to take another position that offered more money.

President Walker praised the Warrensburg staff for putting up with bad behaviors on a daily basis. Please know that the Board is behind you and appreciate how you handle situations.

President Walker presented Fern Deatherage a pen set in appreciation of her service to the Board.

## **8. Adjournment**

President Walker adjourned the meeting at 8:49 p.m.

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Board Officer

Date of Approval