

Minutes of Trails Regional Library Board of Trustees Meeting July 19, 2023

1. Call to Order

Trails Regional Library Board met on July 19, 2023, at the Leeton Express branch and was live streamed for the public. President Patty Long called the meeting to order at 7:02 p.m.

2. Roll Call

Board members attending in person: Carlin Dillon, Jane Beal, Goldie Edwards, Judy Tyler, Patty Long, and Bekki Currier, who joined us after attending by phone during the first part of the meeting. On duty staff attending: Jackie Hawes, Director, Deanna Schuler (Leeton School staff), and Luke Ciccone. Guests attending: Jae Steinkuhler (off duty staff), Bill Wayne, Brenda Hilton, and Michelle Amos.

3. Public Comments

Deanna Schuler, Leeton school librarian, and branch manager, welcomed us. She stated that there have been a lot of kids coming in for the summer reading program and to see the entertainers. People have been pleasantly surprised that anyone with a Trails library card can check out any of the books available.

4. Consent Agenda

Jane Beal made a motion, with second by Carlin Dillon, to accept: **a. Minutes; b. Financial report - General Fund; and c. Financial report - Designated Gifts.** Voice roll call vote was taken and motion passed unanimously.

Director Hawes stated that she is listed as a check signer but typically does not do so for the monthly checks presented at Board meetings. However, because the new officers for FY24 are not yet approved by the bank, she would like us to entertain a motion giving her permission to sign checks. Motion made by Judy Tyler, with second by Jane Beal, giving Board approval to Director Hawes to sign checks due to the new FY24 officers not being approved by the bank. Voice roll call vote was taken and motion passed unanimously. A motion was then made by Goldie Edwards, with second by Carlin Dillon, to approve **Consent Agenda d. Financial report: Approval of Invoices and Checks.** Voice roll call vote was taken and motion passed unanimously.

5. Unfinished Business

a. Discussion on the Holden Branch lease – City of Holden

A letter and copy of the lease agreement between Trails Regional Library and the City of Holden was received by Director Hawes. In the letter it was stated that someone from the City of Holden would like to be present at our July meeting to discuss any changes or conditions to the lease which is up for renewal in October. This lease is for a period of 100 years with renewals every 20 years and appears it can only be broken by Trails. Discussion ensued and agreement reached was to find an attorney who can advise us if necessary.

b. Consider TRL Board of Trustees applicants to recommend appointments to the vacant Johnson & Lafayette County seats

There were 12 applications from Johnson County and 3 applications from Lafayette County

for the 2 vacant Board of Trustees positions in both counties (4 total). Board members had received copies of the applications to read and study prior to this meeting. Ballots had been prepared so that each member could vote for the applicants she wished to recommend. After voting, Mike Elder and Leanna Watts were selected for recommendation to the Lafayette County Commission, and Michelle Amos and Dan Brigman were selected for recommendation to the Johnson County Commission.

Goldie Edwards expressed her thanks to everyone who had applied to become a member of the Board of Trustees. She stated that she was grateful for their willingness to serve and believes we are giving the Commissioners good recommendations.

6. New Business

a. Consider approval of Marketing/Communications Manager credit card with limit of \$4K

Director Hawes stated that Bob Florence has recently been hired in the above position and requested Board approval for a credit card for him with a credit limit of \$4K. Motion made by Jane Beal, with second by Carlin Dillon, to approve a credit card for Bob Florence with a credit limit of \$4K. Voice roll call vote was taken and motion passed unanimously.

b. Consider approval to solicit bids for skirting and drainage at the Annex

Director Hawes requested approval to solicit bids for the above service. Large trucks (18-wheelers) are unable to back up to the annex building to deliver goods, so they must be off-loaded by hand to be stored in the annex. A concrete pad must be installed so that the trucks can back directly to the building and a drainage system is required to ensure rain-water does not flood the building. Following discussion, motion made by Jane Beal, with second by Judy Tyler, to solicit bids for installation of skirting and drainage at the annex building. Voice roll call vote taken and motion passed unanimously.

c. Consider approval to solicit bids for repaving parking lot and repairing curbs at Knob Noster Branch

The parking lot and curbs at the Knob Noster Branch require repaving. Motion made by Goldie Edwards, with second by Jane Beal, to solicit bids to repave the parking lot and repair the curbs at the Knob Noster branch. Following discussion, voice roll call vote taken and motion passed unanimously.

d. Consider approval to solicit bids for repaving parking lot and driveway at Concordia Branch

The parking lot and driveway at the Concordia branch is in disrepair. Following discussion, motion made by Carlin Dillon, with second by Jane Beal, to solicit bids to repave the parking lot and driveway at the Concordia branch. Voice roll call vote taken and motion passed unanimously.

e. Consider approval of the Board Ethics Agreement

This agreement is approved and signed by the President and Secretary of the Board each year. Following discussion, Jane Beal made a motion to approve signing the agreement, with Bekki Currier listed as secretary of the board. Judy Tyler seconded the motion. Voice roll call vote was taken and motion passed unanimously.

f. Consider approval of the audit engagement letter

Director Hawes received an audit engagement letter from the firm of Gillum and Gillum to conduct our annual audit of FY23. The fee for this service has been raised. Following discussion, Carlin Dillon made a motion to engage Gillum and Gillum to conduct our annual audit. Jane Beal seconded the motion and voice roll call vote was taken. Motion passed unanimously.

g. Consider approval of changes to Policy A105-Library Cards

Director Hawes explained the changes which need to be made to Policy A105-Library Cards in order for Trails to be in compliance with Rule 15 CSR30-200.015. Following discussion, motion made by Carlin Dillon, with second by Goldie Edwards, to approve the revisions to Policy A105-Library Cards. Voice roll call vote taken with unanimous approval.

h. Consider approval of changes to Policy E110-Meeting Rooms & Study Rooms

Director Hawes stated that changes need to be made to Policy E110 in order for Trails to be in compliance with Rule 15 CSR30-200.015. Following discussion, motion made by Jane Beal, with second by Bekki Currier, to approve the changes to Policy E110-Meeting Rooms & Study Rooms. Voice roll call vote taken with unanimous approval.

i. Consider approval of changes to Policy E113-Library Programs

Director Hawes requested approval of Policy E113-Library Programs in order for Trails to be in compliance with Rule 15 CSR30-200.015. Following discussion, motion made by Carlin Dillon, with second by Goldie Edwards, to approve changes to Policy E113-Library Programs. Voice roll call vote taken with unanimous approval.

j. Consider approval of changes to Policy E115-Collection Development

Director Hawes requested approval of Policy E115-Collection Development in order for Trails to be in compliance with Rule 15 CSR30-200.015. Following discussion, motion made by Carlin Dillon, with second by Jane Beal, to approve changes to Policy E115-Collection Development. Voice roll call vote taken with unanimous approval.

k. Consider approval to add Policy E116-Request for Reconsideration

Director Hawes requested approval of new Policy E116-Request for Reconsideration. If a patron wishes to challenge an item, program, event, or display, patron must ask for a Request for Reconsideration form to complete and submit. This is related to being in compliance with the Secretary of State new rule. Following discussion, motion made by Carlin Dillon, with second by Judy Tyler, to approve adding Policy E116-Request for Reconsideration. Voice roll call vote taken with unanimous approval.

l. Consider approval to add Policy E117-Library Displays

Director Hawes requested approval of new Policy E117-Library Displays. Following Discussion, motion made by Jane Beal, with second by Bekki Currier, to approve the new Policy 117-Library Displays in order to be in compliance with Secretary of State rules. Voice Roll call vote taken and motion was unanimously approved.

m. Consider approval of the FY24 Salary Scale

Director Hawes stated that the FY24 Salary Scale needs to be approved by the Board. It was discovered that there was an error in Track I. Carlin Dillon made a motion to approve the FY24 salary scale, with the correction of the error in Track I. Goldie Edwards seconded the motion and voice roll call vote was taken. Motion was approved unanimously.

n. Consider approval to reappoint Sharol McMullin to the Trails Regional Library Foundation Board for her second term

Director Hawes asked for approval to reappoint Sharol McMullin to the TRL Found Bd for a second term. Goldie Edwards stated that she would like to see better communication between the Board of Trustees and the Foundation Board and requested that President Long report on what takes place at their meetings. Carlin Dillon made a motion, with second by Jane Beal, to reappoint Sharol McMullin to the Trails Regional Library Foundation Board for a second term. Voice roll call vote taken and motion unanimously approved.

7. Announcements

Director Hawes related that former Board member, Fern Deatherage, had died on June 30, 2023, following a car accident.

Luke Ciccone reported that the Custodian II position has been filled by Joe Braccino. Carlin Dillon expressed that she is pleased with the planters at the Warrensburg branch.

8. Adjournment

President Long adjourned the meeting at 8:20 p.m.

Board Officer

Date of Approval