

Meeting Minutes

Trails Regional Library Board of Trustees
Wednesday, October 16, 2024 at 7:00pm
Corder Branch, 221 N Lafayette, Corder, MO

1. Call to order

- a. Time meeting began: 7:00pm
- b. Called to order by: Patty Long, president of the board

2. Roll Call

- a. Board members present in person: Chris Fillpot, Jane Beal, Bekki Currier, Patty Long, Goldie Edwards, Dan Brigman
- b. Board members present online: Paul Polychronis, Carlin Dillon, Mike Elder
- c. Board members absent: Leanna Watts
- d. On Duty Staff present: Jackie Hawes, TRL Director & Jennie Parks, Corder Branch Manager
- e. Guests present: Shawna Davis, City Administrator in Odessa

3. Public Comments

- a. Branch Manager - Corder Branch Manager, Jennie Parks
 - i. Been here for 6 months
 - ii. 5 families regularly attend Monday Melodies
 - iii. Chair yoga on Fridays has become popular
 - iv. April is the program coordinator and is doing a fantastic job
 - v. Jennie says they maintain a great relationship with the Higginsville library (she takes her 9mo daughter to their storytime on Thursday)

4. Consent Agenda

- a. Minutes
- b. Financial report: General Fund
- c. Financial report: Designated Gifts
- d. Financial report: Approval of Invoices & Checks

Motion by Jane Beal to approve the consent agenda

Second by Dan Brigman

All Ayes - Motion Passed

5. Unfinished Business

- a. Presentation of FY 2024 audit- Laura Gillum

- i. Laura pointed out how the report lists the library's responsibilities and the auditor's responsibilities
- ii. She also pointed out the bulleted items -
 - 1. Pg 12, Note F - explains why we might be holding money - gives reasoning behind restrictions of Martin & Glazebrook gifts
 - 2. Note H - Tax Abatements - county act to let property taxes go to a specific project instead of going to the library (example given was the power plant in Holden whose abatement expired - therefore, the library district revenue went up a bit)
- iii. Karen and Tessa have been very diligent in making sure approvals are in place before bills are paid.
- iv. Two non-significant weaknesses - items put on credit card instead of going through regular bill process & a couple late-paid items

Paul Polychronis questioned us using a method that the report states isn't "generally accepted".

Laura explained that "generally accepted" method has complicated reporting, fixed assets, building structures, computer equipment - every one of their small gov't agencies have adopted the cash-basis method instead, much easier reporting

6. New Business

- a. City of Odessa - update on sidewalk & alley project
 - i. Shawna Davis, City Administrator
 - ii. Originally thought the city would need to request an easement for new electrical lines and junction box in an alley; however, they do not b/c the land is not the library's
 - iii. Improvements will begin on Mason St after the beginning of next year with 2nd St following
 - iv. Much like the updates in Holden they will have new sidewalks with bump-outs, but are including railings

- b. Consider approval of the Comp Leave Policy

Motion by Goldie Edwards to approve the Comp Leave Policy as it is revised

Second by Jane Beal

All Ayes - Motion Passed

- c. Consider approval to set an annual date for the February All-Staff Training Day

Motion by Bekki Currier to set an annual date of the 4th Monday in February for the February All-Staff Training Day

Second by Chris Fillpot
All Ayes - Motion Passed

d. Financial services proposals

UMB, Bank of Odessa, and Equity Bank were the only three proposals we received. It was advertised in both counties and a letter from Jackie was sent to all banks in both counties.

Jackie recommends we stay with the current bank (UMB). Or if not them, Equity Bank. Bank of Odessa is quite a way from the administrative offices, and we would be paying mileage for those needing to run to the bank.

Originally, the topic of investigating our financial services was brought up b/c we felt we could make more money on the investments we have.

Paul brought up that we, as a library district, cannot risk the principal of gifts.

Money markets are doing better now, so it might make sense to shop around.

Goldie asked who we could hire to look at the account to figure out which are flexible.

Then, we could shop around for our best options. Even if we stay with UMB, this review could be done for future investment opportunities.

Motion by Carlin Dillon to stay with UMB financial services

Second by Dan Brigman

Discussion included a suggestion for Jackie to look into having someone review each gift to see if/how we can invest them.

All Ayes - Motion Passed

Reminder: We get a report on gifts and investments at budget time.

e. Bylaws Review Committee update

- Goldie has gone through by-laws - the committee will meet and go over these.
- Can we recommend someone not be on the board? County Commissioners cannot remove someone from our board, so it would be our decision.
- Lots of updates are just small wording changes.
- It shouldn't be easy to change a by-law...but now at first hearing it has to pass unanimously, but if it doesn't, then it could be brought up at the next meeting and pass with a majority - this may need to be fixed.

7. Announcements

- Open House @ Holden, Oct 26 at 11am
- Tessa let Jackie know we're switching vendors for workman's comp. Current vendor had a price hike, the switch will save us money.

8. Consider approval to go into Closed Session 610.021 (13)-Personnel

Motion Jane Beal to go into closed session

Second Dan Brigman

All Ayes - Motion Passed

9. Adjournment

a. Time meeting went into closed session: 8:20pm

b. Time meeting concluded: 8:41pm

Upcoming Meetings:

November 20, 2024 - Concordia

December 18, 2024 - Warrensburg

January 15, 2025 - Warrensburg

February 19, 2025 - Knob Noster