

# Meeting Minutes

Trails Regional Library Board of Trustees

Wednesday, September 17, 2025 at 7:00pm

Warrensburg Branch, 432 N Holden Warrensburg, MO

## 1. Call to order

- a. Time meeting began: 7:05pm
- b. Called to order by: Patty Long, President

## 2. Roll Call

- a. Board members present in person: Patty Long, Carlin Dillon, Jane Beal, Heather Jepsen, Goldie Edwards, Dan Brigman, Claire Wingert-Dudley
- b. Board members present online: Bekki Carrier
- c. Board members absent: Rhonda Beerman
- d. On Duty Staff present: Jackie Hawes, Library Director & Tessa Moulton, Library Human Resources Mgr
- e. Guests present:
  - i. Sharol McMullin, Foundation President
  - ii. Katie Aholt w/ Navigate Building Solutions
  - iii. Connor w/ Stifel Investments
  - iv. Danny Spencer w/ UKG joined @ 7:21pm

## 3. Public Comments

- a. None

## 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

Second by Dan Brigman

All Ayes - Motion Passed

## 5. Unfinished Business

- a. Consider approval for Board of Trustees bylaws changes (tabled from August 2025)
  - i. Discussion re: what pieces belong where

Motion by Heather Jepsen to add addition 1 from the board packet to the Library Director's job description

Second by Goldie Edwards

All Ayes-Motion Passed

Motion by Goldie to add additions 1 & 3 from the board packet to the bylaws

Second by Patty Long

All Ayes-Motion Passed

b. Discussion of staff appreciation event

- i. Service awards & other recognitions right before lunch that day
- ii. Trailblazer winner chosen, they will receive a \$50 gift card
- iii. Goldie volunteers to take lead on desserts & extras, \$450 budget
- iv. Tessa was thanked for her help in figuring out the best way to make this happen

**6. New Business**

a. TRL Foundation Board annual report - Sharol McMullin

- i. Invested Odessa building fund into an account that should be maturing soon. This will be transferred to pay down the debt on the Odessa building.
- ii. Odessa requested bookcases - foundation approved the purchase of these bookcases
- iii. New member attended last meeting and already helping
- iv. Still going over the bylaws, no finalized revisions made yet
- v. New brochure already in the branches - handed out at the meeting
- vi. Public Services staff helped with the brochures
- vii. Some libraries have on-going book sales, those funds go to the foundation to be used for that branch
- viii. The foundation currently has 4 members from Johnson County, 5 from Lafayette Co

b. Consider approval to enter into agreement with Navigate Building Solution - planning study - presentation with Katie Aholt

- i. Not a designer, not a contractor - help with figuring out what all is needed and what it takes to make it all happen smoothly
- ii. They aim to remove risk related to budget & schedule
- iii. Total program budget includes construction costs, engineering, technology costs, design costs, furniture/equipment
- iv. Hancock amendment, levy neutrality - SB190 (senior citizen tax credit)
  - Claire asked about effect of SB190 - Haven't seen full tax year, so hard to tell how much SB190 will affect the overall tax revenue - approx 20% of each municipality is eligible

- Goldie asked how this differs from what Giordian does - Jackie said Navigate deals with the internal information for planning and contract negotiations
- Carlin doesn't want to remodel so much that other branches are harmed
- Claire - is there a structural need to Warrensburg? Or is this more for modernizing? Not sure until we do some assessments. Building was utilized as a furniture store before the library moved in
- \$20k in the budget, probably under professional services
- Can we afford it? Yes, it is in the budget.

Motion by Carlin Dillon to enter into agreement for Navigate Building Solution to complete a planning study for the Warrensburg Branch renovations

Second by Bekki Currier

All Ayes - Motion Passed

- c. Consider approval to migrate from ADP to UKG - presentation with Danny Spencer
  - i. UKG places importance on government clients
  - ii. Resolution team that stays the same
  - iii. Tessa mentioned that the interface with UKG is smooth and intuitive
  - iv. UKG did not have customer service as a negative in the reviews
  - v. We pay \$9,100/yr for ADP w/ 3 modules
  - vi. Implementation fee includes many things, transfer of data, set up of system, training for staff

Motion by Goldie Edwards to approve migration from ADP to UKG

Second by Dan Brigman

All Ayes - Motion Passed

3-4 week assignment period (Oct), UKG would start integration in November and would go live April 1

- d. Consider approval to move accounting services in-house
  - i. Cost has gone up - \$600+/mo
  - ii. Not a difficult system, Karen has used QuickBooks before
  - iii. No additional staff would be needed at this point
  - iv. TechSoup - more cost-effective way to go, 25 users plan

Motion by Heather Jepsen to approve moving accounting services in-house

Second by Claire Wingert-Dudley

All Ayes - Motion Passed

- e. Consider approval of updated personnel policy section of the policy manual

Motion by Claire Wingert-Dudley

Second by Dan Brigman

All Ayes - Motion Passed

- f. Consider approval of the records disposal list and required disposal methods

Motion by Jane Beal

Second by Dan Brigman

All Ayes - Motion Passed

- g. Consider approval to close all branches at 1pm on Friday, December 12, 2025, for staff holiday party
  - i. Discussion - alt date?

Motion by Heather to approve to close all branches at 1pm on Friday, December 12, 2025, for the staff holiday party

Second by Dan Brigman

All Ayes - Motion Passed

- h. Consider approval to enter into agreement with The Wilson Group - Warrensburg HVAC replacement
  - i. Outside or inside units? Both
  - ii. Warrensburg has a total of 10 units
  - iii. Warranty? Labor/Repairs
    - Jackie called Roger to get the information
    - Standard warranty? Beerman would most likely be the subcontractor

Motion by Dan Brigman

Second by Goldie Edwards

All Ayes - Motion Passed

## **7. Announcements**

- Board vacancy in Lafayette County

- 8. Consider approval to go into Closed Session 610.021 (13) - Individually identifiable personnel records, performance ratings or records pertaining to employees...**

Motion by Jane Beal

Second by Claire Wingert-Dudley

All Ayes - Motion Passed

**9. Adjournment**

- a. Time meeting went into Closed Session: 9:00pm
  
- b. Time meeting concluded: 9:21pm

**Upcoming Meetings:**

October 15, 2025	Corder Branch	7pm
November 19, 2025	Knob Noster Branch	7pm
December 17, 2025	Warrensburg Branch	7pm
January 21, 2026	Warrensburg Branch	7pm
February 18, 2026	Concordia Branch	7pm