

Trails Regional Library Board of Trustees
Minutes of October 16, 2019

1. Call to order

The Trails Regional Library Board met on October 16, 2019 at the Waverly Branch. President, Scotty Walker, called the meeting to order at 7:02p.m.

2. Roll Call

Board members attending: Carlin Dillon, Jeany McGowen, Ron McMullin, Amanda Travis, Judy Tyler, Scotty Walker and Judy Wolter. Unable to attend: Marcy Bryant and JoLynne Soendker. Also in attendance was the library's legal counsel, Doug Harris. On duty staff attending: Tanya Shelton-Council, Director, Anita Love, Kyle Constant and Amy Boland, Waverly Branch Manager. Off duty staff/Public attending: Jae Steinkuhler, Teresa Lowe, Delann Lewis, Jeannae Dickerson, Karen Johnson, Linda Smithson, Jeanie Branch, Fern Detherage.

3. Public Comments

Waverly Branch Manager, Amy Boland, introduced herself to the Board and guests. She has been with Trails since April 2010. In the last several months, the branch has received new carpet and she was invited to go to the Santa Fe Elementary and sign up children in the 5th and 6th grades for library cards. Several children were able to receive their very own library cards. Amy also reported that Peters Orchard donated small pumpkins to the branch for a pumpkin painting project. Adults also made a pumpkin craft using canning jar rings.

Delann Lewis commented on wanting to know more about the inventory of community needs. She sees maintenance as vital but not at the expense of cutting programs for children. Delann also asked about a policy of having one person work an 8 hour day with no rest breaks nor meal break.

Scotty Walker reported that JoLynne Soendker has tendered her resignation from the Board effective immediately. Scotty then welcomed new board member Carlin Dillon.

4. Consent Agenda

Judy Wolter asked about the list of printed checks that were handed out at the meeting. She stated she would like to see the corresponding account codes that go with those checks. Ron McMullin made a motion to approve the consent agenda. Amanda Travis seconded the motion. Discussion ensued. Judy Wolter moved to amend the motion to state that the printed list of checks does not meet the Board's informational needs. Judy Tyler seconded the motion to amend the motion. The amended motion passed with 6 Ayes, 0 Nays and 1 Abstention. The vote on the motion with the amendment passed with 6 Ayes, 0 Nays and 1 Abstention.

5. Unfinished Business

a. HR Policy updates vote. Legal Counsel offered guidance in that the HR policies as they stand are not in compliance with the law and need to be updated. Judy Wolter asked which of the policies being presented tonight have issues with the law. Counsel stated F200 – Benefits and F203 – Leave are currently not compliant with the law.

1. F200 – Benefits. Amanda Travis made a motion to approve Policy F200- Benefits as presented. Judy Wolter seconded the motion and the motion passed with 6 Ayes, 0 Nays and 1 Abstention.

2. F203 – Leave. Judy Tyler asked for clarification on the section on FMLA. Legal Counsel clarified the section. Judy Tyler made a motion to approve Policy F203- Leave as presented. Amanda Travis seconded the motion and the motion passed with 6 Ayes, 0 Nays and 1 Abstention.

3. F309 – Work attendance and scheduling. The question was brought up about 19-hour employees having to work alone in a branch. Director,

Tanya Shelton-Council, read from the 19-hour Circulation Clerk II job description under the Essential Duties section it states, “Work alone in the branch when the need arises.” Tanya pointed out that at Corder and Waverly it is a very common occurrence. Tanya then read off where other 19-hour staff members in other branches have all worked alone in the last several months including Concordia, Holden and Knob Noster. She went on to say that it is not ideal but it does happen. Judy Wolter made a motion to approve Policy F309 – Work attendance and scheduling as presented. Amanda Travis seconded the motion and the motion passed with 5 Ayes, 1 Nay and 1 Abstention.

4. *F405 – Tobacco Free.* Judy Tyler made a motion to approve Policy F405 – Tobacco Free as presented. Jeany McGowen seconded the motion and the motion passed with 6 Ayes, 0 Nays and 1 Abstention.

b. HR consultant hiring vote. Scotty reminded the Board that an HR Consultant proposal was brought before the Board last month and that tonight it would need to be voted on. Scotty advised the board he had called the consultant because he thought she would be at the meeting. After talking to her he wasn’t sure if the Library should spend the money for the consultant. Judy Tyler mentioned she was wondering why the board needed to have someone evaluate staff. Legal counsel said the board had discussed some concerns in a previous meeting and it was his advice for the board to have an outside professional consultant complete the investigation for the issues. Ron McMullin said that he understood legal counsel’s view but he disagreed. Amanda Travis noted that the board had already decided to contract the consultant. She asked if the board wanted the issues investigated and didn’t hire the consultant, how would the problems be fixed? Judy Tyler made a motion to accept the proposal from Encompass Resolutions for investigation of HR practices; with a cost limit of \$3,000.00 unless the representative comes back to the Board for approval to go above that limit and the representative will report back to the Board

their recommendations. Amanda Travis seconded the motion and the motion passed with 6 Ayes, 0 Nays and 1 Abstention.

c. Programming. The Board asked Tanya to explain the direction that district wide programming is heading. Tanya reported that staff is going to follow the American Library Association (ALA) and the Public Library Association (PLA) initiative called Project Outcomes. Library programming will be tailored to a particular community's needs based on demographics. The initiative tracks the impact on programming, i.e. outcome on individuals in the community. This will help with funding opportunities for grants or going to elected officials asking for funding. Project Outcome isn't concerned with attendance at programs. The focus will be ensuring library programs are improving the lives and/or fulfilling information needs of people in that community. Branch staff is being asked to collaborate with outside community partners to provide a wider range of programs. This kind of collaboration will also help the branches visibility in the community. Ron McMullin said he was told the crafting programs were being reduced to quarterly. Tanya said this was true and explained staff are making room to offer other programs and she wanted Branch Managers in particular to focus more on managing and oversight and delegate programming. Carlin Dillon said it was wrong to trivialize craft programs. She said she has been a JCALP volunteer for three years and has never met with one person. She said she believes it is wrong for the library to try and concentrate on GED and literacy programs. Carlin mentioned that the cut to the program budget was hurting the smaller branches and asked what was cut from Warrensburg. Tanya stated the overall programming budget was cut so everyone got less. Scotty asked where the money went that was cut from programming. Tanya explained that those amounts were highlighted during the August board meeting when the board approved the FY 20 budget. Tanya said she would not be able to list all the amounts from the top of her head but she recalled that a good chunk was put into Insurance, Telecommunications and Salaries because the library needs to be at the \$12 an hour minimum wage by 2023. Carlin asked why Warrensburg got a

magician for a program and it was on Facebook but nothing was said about a magician for other branches. She also asked why library programs were not listed in the newspapers. Tanya mentioned that any branch manager can schedule a magician and the Facebook page highlights all the branches. Anita Love said that Services Coordinator receives programming information from branch managers and shares it with news outlets, but it is up to the individual publications on what gets listed in the newspapers, the library has no control over their decisions on what to print. Tanya asked why Warrensburg branch was mentioned and Scotty said that it has always been Warrensburg against everyone else. He told Tanya she didn't know that because she was new, but it has been that way for a while. Tanya asked Scotty what he meant by Warrensburg against everyone else. Scotty mentioned the erection of the Free Little Library in Warrensburg. He said he questioned how that project was paid and when former director Karen Hicklin told him the library district paid for it, he objected. He does not believe the library district should have paid for something in Warrensburg. Scotty said he had conducted an investigation and said people were angry because the craft programs were being taken away. He asked why can't we do both. Tanya explained that the library would do both and the craft programs were not being taken away, just reduced so branches could offer other programs that meet the needs of more people. Tanya also said that the library was just in the beginning stages of launching the programming change. She directed the board to look at her September Director's report where she shared the Project Outcomes website for more information regarding the initiative. Tanya said Branch Managers would be given information concerning the areas of focus for their communities and then would begin to tailor programming to match the needs. Ron said that the craft programs should be restored to how they were. Tanya said that programming decisions were a responsibility of the library director and not the board. Ron told Tanya that the board could fire her. Ron said the board could make a policy to have programming be the responsibility of the board. He said that the library wasn't some big library system like

“wherever it is you came from, New Mexico or wherever. I don’t remember where you came from.” No action was taken.

6. New Business

a. Updated Volunteer Policy. Tanya handed out copies of the Volunteer Policy with changes so board members can look over the policy and vote on it next month. Tanya pointed out the major changes of removing the categories of volunteers, requiring volunteers to be interviewed and volunteers aged 18 and over must get a background check (paid for by the library). Carlin Dillon asked what we were doing to let people know we needed volunteers. Tanya explained that the library did not need volunteers at this time, but the policy needed to be updated for when it did. Ron McMullin questioned the addition of the background check. He noted that in the school system they never had volunteers complete background checks. Amanda Travis said that background checks were now required for volunteers in schools. She said it applies even if a parent wants to chaperone a field trip. No action was taken.

b. Open Library positions. Tanya reported to the Board that the Holden 19-hour Circulation Clerk position has been filled and the new employee will start on October 28. The Concordia 19-hour Circulation Clerk position has been filled and the new employee will start on October 28. The Corder Branch Manager position has been filled and the new employee will begin their duties on October 28. The Facilities Technician position has been filled and that employee will begin on October 28. Once the new Facilities person is in place for a couple of weeks the District will begin advertising for a 19-hour Facilities Technician.

c. Maintenance. Scotty commented that he is disappointed that the two outside lights on the Holden Branch have not been replaced. They have been out for better than a month. Tanya reported that the District has just received the bid from the Gordian Group for the lighting project. The bid came in under budget. The Holden Branch will have the flag pole lights

replaced and two parking lot lights installed, the Knob Noster Branch will have the heads of their parking lot lights replaced and the Warrensburg Branch will have 3 LED lights installed on the outside of the building to light up the front parking lot.

d. Communication. Scotty said he had added communication to the agenda because he felt like communication is lacking and the board is not included in things or kept in the loop. Tanya asked him what he felt he wasn't being told. Scotty responded he did not have a list or examples, it was just a feeling. No action was taken.

7. Discussion and Announcements

None were presented.

8. Closed Session 610.021 (3)

At 8:27p.m. Judy Wolter moved to go into closed session. Amanda Travis seconded the motion and a roll call vote was taken. Voting on the motion was as follows: Carlin Dillon – Aye, Jeany McGowen – Aye, Ron McMullin – Aye, Amanda Travis – Aye, Judy Tyler – Aye, Judy Wolter – Aye and Scotty Walker – Aye. At 9:00p.m. a roll call vote was taken to end the closed session and resume the open session.

9. Adjournment

President, Scotty Walker, adjourned the meeting at 9:01p.m. The next meeting will be at 7:00p.m. on November 20, 2019 at the Concordia Branch.

Board Officer

November 20, 2019

Date of approval