

Minutes of Board of Trustees Meeting, November 20, 2019

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1. Call to order

The Trails Regional Library Board met on November 20, 2019 at the Concordia Branch. President, Scotty Walker, called the meeting to order at 7:00p.m.

2. Roll Call

Board members attending: Marcy Bryant, Fern Deatherage, Carlin Dillon, Jeany McGowen, Ron McMullin, Judy Tyler, Scotty Walker and Judy Wolter. Unable to attend: Amanda Travis. Also in attendance was the library's legal counsel, Doug Harris. On duty staff attending: Tanya Shelton-Council, Director, Anita Love, Kyle Constant and Debbie Kirchhoff, Concordia Branch Manager. Off duty staff/Public attending: Jae Steinkuhler, Teresa Lowe, Carol Nolte, Becky Clear, Regina Lamont, Jessica Craig, Jeanie Branch, Linda Smithson, Karen Johnson, Paula Walker, Donna Chaney, Kim Holger, Delann Lewis, Jeannae Dickerson and Penelope Kuhn.

3. Public Comments

Concordia Branch Manager, Debbie Kirchhoff, welcomed the Board and guests to the branch. She then relayed a story of a local patron named Katie who began coming to the Concordia Branch when she was 12 years old. The library was Katie's sanctuary. Now, Katie is a 3rd grade teacher in Concordia and brings her students regularly into the library. Staff has enjoyed watching Katie grow up and now watching how she is sharing the love she has for libraries with her students.

Delann Lewis asked "Where are the Board meeting minutes kept online?" Assistant Director Kyle Constant explained to find the minutes online the user will need to go to the Trails website at www.trailslibrary.org, click on "About" and then click on "Board of Trustees". At that screen, scroll down

to “Archived Meeting Minutes”. Mr. Constant also encouraged Ms. Lewis to call the library if she has trouble finding anything on the website.

Ms. Lewis also asked if the board meetings were recorded. She stated she believed in the board bylaws if the meetings were recorded, the board would have to create a policy for recorded meetings and she could not find such a policy. Scotty Walker said he wondered if the meeting had been recorded as well because the minutes were so detailed. Judy Wolter said she liked the minutes being detailed and Mr. Walker agreed he liked it too. Director Tanya Shelton-Council said the board meetings are not recorded. Scotty Walker then asked legal counsel if meetings were being recorded would those recordings have to be archived? Legal counsel responded that such recordings would need to be retained.

4. Consent Agenda

Scotty Walker asked about a payment to a locksmith. Kyle Constant responded that it was for making additional keys of the branches. Ron McMullin made a motion to approve both the consent agenda and the list of printed checks as presented. Jeany McGowen seconded the motion and the motion passed with 6 Ayes, 0 Nays and 1 Abstention.

5. Unfinished Business

a. Vote on A108 Volunteer policy update. Scotty Walker asked if there were any questions. Being none. Judy Tyler made a motion to approve Policy A108 – Volunteers as presented. Judy Wolter seconded the motion and the motion passed with 7 Ayes and 0 Nays.

6. New Business

a. Recommendation for open Lafayette County board seat. Director, Tanya Shelton-Council passed out copies of application forms from Hannah Spaar of Odessa and Allycen Burton of Lexington. Both are interested in serving on the library board. Fern Deatherage brought up Ms Spaar’s experience of serving on other boards. Ms. Deatherage said she had

reviewed many resumes in her work career and Ms. Spaar's application was very strong. Ron McMullin said he wasn't sure about having her on the board since she was connected to The Odessan. Judy Wolter agreed that it may not be good to have a newspaper person on the board. Marcy Bryant said that they should not bash the media. Ron McMullin said the paper was negative. Judy Wolter said, "well you know fake news". Carlin Dillon brought up Ms. Burton is a teacher and would be good about relating to children. Ms. Deatherage said again that she believed Ms. Spaar was a stronger candidate. Ron McMullin made a motion to recommend for appointment Allycen Burton to fill the unexpired Lafayette County seat vacated by JoLynne Soendker. Judy Wolter seconded the motion and the motion passed with 5 Ayes, 1 Nay and 1 Abstension.

b. Updated Policy E115 – Collection Development. Tanya passed out copies of Policy E115 – Collection Development to the board members and reminded the board that this policy had been tabled in April. The changes are highlighted and Tanya explained that the new policy combined Policy E116 – Weeding of Collections and Policy E115 - Selection of Materials into one Collection Development policy. Scotty Walker asked for clarification on how Trails makes decisions concerning the purchase of materials by local authors and self-published authors. Tanya directed the board's attention to the new policy, in the fourth paragraph which explains how self-published materials will be considered. The current policy does not address self-published materials. Scotty then invited local author, Nora Wolfenbarger to address the Board. Ms Wolfenbarger commented that her self-published book is currently included in the Mid-Continent Public Library's collection and is currently being considered for inclusion in the Cass County Public Library collection. Ms Wolfenbarger was surprised to find out that her local library district does not consider self-published works. She asked the library to be more inclusive about adding local authors with self-published materials. Tanya pointed out that this very point is why Policy E 115 –Collection Development is coming before the board, to be more inclusive. Tanya then explained that all materials need

to meet certain criteria before purchase; does the item have positive reviews, is it well written and edited, does it fill a need in the collection or community, is there patron demand for the material and will the binding withstand being circulated. The Board will review the policy and vote on it at the January meeting.

c. Updated Policy A106 – Patron Behavior. Tanya handed out updated Policy E106 – Patron Behavior and explained the policy was updated due to the changes made in Policy F405 – Tobacco Free last month. The Board will review the policy and vote on it at the January meeting.

d. Updated Policy E103 – Circulation of materials. Tanya pointed out the current Policy E103 refers to Policy E106, which no longer exists. Policy A102 – Denial of Service is also incorporated into this policy. The Board will review the policy and vote on it at the January meeting.

e. Updated Policy E107 – Fees, removal of A111. Kyle Constant handed out the revised policy and explained that Policy E107 – Fees needed to be changed to eliminate the conflicts between two policies; E107 and A111. The fees policy for damaged material and material returned with health risk such as vomit or bedbugs was not equitable. The changes will address that issue. Additionally, the changes will also bring Trails into alignment with how other libraries in the Missouri Evergreen consortium charge fees to patrons. Scotty Walker asked about the interlibrary fee mentioned in the policy. Tanya explained that Trails does not charge for inter-library loaned material. However occasionally if a patron wants something from a library outside of the Missouri Evergreen consortium the loaning library may charge a fee and this is passed on to the patron. It mostly occurs with academic libraries and/or if something has to be photocopied. The patron is notified by library staff of the charge and asked if they are willing to pay to receive the requested item. The Board will review the policy and vote on it at the January meeting.

7. Discussion and Announcements

Scotty Walker asked about the re-structuring of the administrative staff that will begin on January 1, 2020. Tanya explained that staff have been reassigned some tasks. Anita Love will be in charge of Human Resources and Facilities, including the Courier; Kyle Constant will be over the Branch Managers, Technical Services Department and the IT Department; Tanya will be supervising not only the two Assistant Directors but also the Office Manager and Services Coordinator. The transitions have already begun and are going smoothly.

Ron McMullin asked for clarification on Allycen Burton's term. She is filling the unexpired term of JoLynne Soendker and that term will end on June 30, 2020. At that time, Ms Burton will be eligible to serve on the library board for a complete 4-year term.

8. Closed Session 610.021 (3).

At 7:59p.m. Judy Wolter moved to go into closed session. Jeany McGowen seconded the motion and a roll call vote was taken. Voting on the motion was as follows: Marcy Bryant - Aye, Fern Deatherage - Aye, Carlin Dillon – Aye, Jeany McGowen - Aye, Ron McMullin - Aye, Judy Tyler - Aye, Judy Wolter - Aye and Scotty Walker - Aye. At 9:12p.m. a roll call vote was taken to end the closed session and resume the open session.

9. Adjournment

10. President, Scotty Walker, adjourned the meeting at 9:13p.m. There will be no meeting held in December. The next meeting will be at 7:00p.m. on January 15, 2020 at the Warrensburg Branch.