

**Trails Regional Library Board of Trustees**  
**Minutes of February 19, 2020**

**1. Call to order**

The Trails Regional Library Board met on February 19, 2020 at the Knob Noster Branch. President, Scotty Walker, called the meeting to order at 7:02p.m.

**2. Roll Call**

Board members attending: Allycen Burton, Fern Deatherage, Carlin Dillon, Jeany McGowen, Ron McMullin, Judy Tyler, Scotty Walker and Judy Wolter. Unable to attend: Amanda Travis. On duty staff attending: Tanya Shelton-Council, Director, Anita Love, Kyle Constant and Laura Parent, Knob Noster Branch Manager. Off duty staff/Public attending: Jae Steinkuhler, Teresa Lowe, Regina Lamont, Laurie Squiric, Rick Squiric, Dorothy Arnizu, Paula Walker, Benedetta Culver and Joan Ferguson.

Scotty Walker welcomed Allycen Burton to the board meeting and asked the board members and on duty staff to around the room and introduce themselves.

**3. Public Comments**

- a. Laura Parent welcomed the board and guests to the Knob Noster branch. Ms. Parent commented that she has been an employee of Trails Regional Library for nine and a half years, the last three as the Knob Noster branch manager. She thanked the board for the new parking lot lights and reported staff and patrons are thrilled with them. When people leave the building after dark they feel so much safer. Ms. Parent then spoke about branch events and programs. Knob Noster Branch teamed with the City of Knob Noster and participated in the City of Knob Noster Chocolate crawl on February 8<sup>th</sup>. This brought in some new people that had never been in the library branch before. On February

14<sup>th</sup>, a local kindergarten class came in and made bookmarks which the children then hide in several books for unsuspecting patrons to find. Also, on February 14<sup>th</sup> Ms. Parent attended a training on the 2020 Census. April 1<sup>st</sup> is set as Census Day and the library will be ready to assist the community in filling out the online form. Ms. Parent remarked that one of her current staff members has been promoted to a full-time position at the Lexington branch so the Knob Noster branch is once again one staff member down. The Knob Noster branch is partnering with Missouri Extension and a local daycare to present a “Kids in the Kitchen” program in March. March is also Disability Awareness Month so the branch is partnering with RISE to provide programs all month long.

- b. Scotty Walker read a letter from patron, Francis Ellis. In the letter Ms. Ellis thanked the board for restructuring the levels of giving to the Trails Regional Library Foundation. Ms. Ellis went on to say that she was unhappy with the new volunteer policy that has long term volunteers needing to go through an interview process, background check and then training. She didn’t see why current volunteers couldn’t be grandfathered in and start the new process with new volunteers. Director, Tanya Shelton-Council advised that long term volunteers would not be subject to the interview and policy overview process, but that all adult volunteers (age 18 and up) would need to have a background check. Carlin Dillon asked, “What does the background check entail?” Anita Love answered that “Background checks are completed by having the candidate complete a form requesting name and social security number and submitting that information to the Missouri State Highway Patrol.” Tanya Shelton-Council added “completing background checks on adults volunteering in our branches ensures we know who is in the building representing us and shows we are completing our due diligence regarding the library being a safe space for our most vulnerable visitors.” Carlin Dillon asked if the volunteers would have to pay for the background check. Tanya Shelton-Council responded the cost is borne

by the library and once complete, the volunteer will not have to go through the process again. Mr. Walker asked Ms. Shelton-Council to contact Ms. Ellis and bring her up to date and Ms. Shelton-Council agreed.

#### **4. Consent Agenda**

Ron McMullin made a motion to approve the consent agenda with the addition of the printed checks from the general fund. Jeany McGowen seconded the motion and the motion passed with 8 Ayes and 0 Nays.

#### **5. Unfinished Business**

- a. Leeton Express Branch service agreement.** Mr. Walker asked if there were any questions or comments about the Leeton Express Branch service agreement. Ms. Dillon asked if the Leeton School Board had been given copies of this agreement. Ms. Shelton-Council answered yes copies had been sent to the Leeton School Board and on March 18, 2020 both boards will meet to discuss the agreement and the library's legal counsel and probably the school's legal counsel will be present. Judy Wolter asked about some of the last pages of the agreement and wondered if those pages would confuse the members of the school board. Ms. Shelton-Council stated that she included Library Policy A103 – District Library Service in its entirety because the description of an Express Branch is within that policy. Ms. Wolter then asked if the library board decides to make changes to policy A103 in the future would we have to make a new agreement with the Leeton School Board. Ms. Shelton-Council said the policy was not part of the agreement but an exhibit for the Leeton School Board's information. She stated if the Library board changed the policy there would be no need for another agreement, but they would need to communicate any policy changes regarding operation of an Express Branch. Ms. Dillon asked for clarification of the employees of the express branch, are they Trails employees or Leeton school employees and how are they paid? Ms. Shelton-Council stated the employees working during the Express Branch hours are employees of

the school district not of Trails. Payroll, Workers Compensation are all the responsibility of the school district. Trails Regional Library reimburses the Leeton School District for the hours school staff work during the Express Branch hours. Ms. Dillon then asked if the Express Branch is open to the public during the summer months when the school is normally closed. Ms. Shelton-Council answered that the current hours of 3:30-7:30 p.m. will continue thru the summer with the possibility of changing one of the evenings to daytime hours to facilitate holding Summer Reading special programming. However, Ms. Shelton-Council stated hours changes needed to be in consultation with Trails Administration so the programming can be planned in advance. Jeany McGowen commented that the current Library Media Specialist will be retiring at the end of the school year. Ms. Shelton-Council stated that most of the information she put into the agreement regarding personnel was just a placeholder as library administration doesn't know how the Express Branch is being staffed. She said she fully expects that section to change as well as others after the discussion between the two boards at the March meeting.

## **6. New Business**

- a. **Rescind Policy E116 Weeding of Collection.** Ms. Shelton-Council commented that last month the board approved Policy E115 – Collection Development which included a section on weeding. Policy E116 is now redundant. Judy Wolter moved to rescind Policy E116 Weeding of Collection since it is included in Policy E115. Fern Deatherage seconded the motion and the motion passed with 7 Ayes, 0 Nays and 1 abstention.
  
- b. **Lafayette County Library Foundation board member vacancy.** Mr. Walker reported that Joan Cole has moved from the area so the Library Foundation Board needs to recommend a replacement. Mr. Walker suggested that this be tabled until the April board meeting. No action was taken.

c. **Johnson County board member vacancy.** No action was taken, tabled until the April board meeting.

d. **Presentation of FY19 Annual Report.**

See **INSERT LINK TO ANNUAL REPORT**

## **7. Discussion and Announcements**

a. **Policy for recording Board meetings.** Ms. Shelton-Council asked the board what their intentions were regarding recording the board meetings? Where they intending to just record audio, did they want video too? Where they considering live streaming on the library website? Mr. Walker stated he would like to hear the thoughts of the board members on this topic that maybe the board didn't need to record but would want to know if the public was recording Fern Deatherage commented that as long as the minutes accurately reflect what is done during board meetings there really isn't a need for recording the meetings. Mr. Walker again reiterated he thought the board should be aware if the public is recording the meetings and Judy Wolter and Ron McMullin agreed. Ms. Shelton-Council informed the board that any recordings of the meeting by the library board would need to be retained just like the paper copies. This would require staff to find a way to store the digital records. Staff agrees with Ms. Deatherage's view that as long as the minutes are accurate, recording is unnecessary. Ms. Shelton-Council stated that she can put together some policy language and have it ready for the April board meeting.

b. **Grants.** Ms. Shelton-Council reported to the board that the library has been awarded a \$3,041.00 grant to bring in noted children's author, Kelly Millner this summer. The author will make presentations in all the Trails branches during the Summer Reading Program. Services

Coordinator, Sara Evans wrote and will administer this grant. The library has also been awarded a technology grant totaling \$16,000.00 to upgrade switches and to purchase patron counters for all the branches. Assistant Director, Kyle Constant wrote and will be administering this grant.

- c. Update on HB2044.** Ms. Shelton-Council reported that House Bill 2044 which garnered national attention, has all but died in committee. HB2044, if passed, would create parental reviewing boards to determine the appropriateness of materials purchased for the library collection as well as decide what programs to hold. Carlin Dillon said, “So that is censorship, right?” Ms. Shelton-Council responded, “Absolutely, Total Censorship”. She informed the board that Representative Ben Baker (R-Neosho) was the author of House Bill 2044 and that his real target was trying to block libraries from holding Drag Queen Storytime. The bill would have assessed a \$500 fine and up to one year in jail for any librarian who violated the parental board decisions.
- d. Holden parking lot lights.** Mr. Walker commented that the new lights in the Holden Branch parking lot are also very nice. Ms. Dillon agreed the addition of lights is much appreciated by patrons.
- e. Legislative Day – March 11, 2020.** Ms. Wolter asked when Missouri Legislative day is scheduled. Ms. Shelton-Council reported that Legislative Day is scheduled for March 11<sup>th</sup>.

**8. Closed Session 610.021 (3).**

Mr. Walker announced that the closed session will be held in two weeks on March 4, 2020.

## **9. Adjournment**

President, Scotty Walker, adjourned the meeting at 7:53p.m. The next meeting will be at 7:00p.m. on March 18, 2020 at the Leeton Express Branch.

March 18, 2020

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Board Officer