

Minutes of Board of Trustees Meeting, May 20, 2020

1. Call to order

The Trails Regional Library Board met on May 20, 2020 during a virtual meeting via GoToMeeting. The meeting was live screened for the public on YouTube. President, Scotty Walker, called the meeting to order at 7:07p.m.

2. Roll Call

Board members attending: Attending online via GoToMeeting, Allycen Burton, Carlin Dillon, Jeany McGowen, Ron McMullin, and Scotty Walker. Attending via telephone, Fern Deatherage and Judy Wolter. Unable to attend: Amanda Travis and Judy Tyler. Also, in attendance online via GoToMeeting was the library's legal counsel, Doug Harris. On duty staff attending online via GoToMeeting: Tanya Shelton-Council, Director, Anita Love, Kyle Constant. Public attending: There were 9 members of the public in attendance via the live streaming YouTube channel.

3. Public Comments

Mr. Constant posted on the YouTube channel that the attending public could post comments or questions in the chat section of the channel. He stated that if any comments or questions come in after the board has moved on those comments and questions would be dealt with via email. Jeannae Dickerson asked why does the circulation desk in the Holden branch need to be moved. Ms. Shelton-Council responded that once the office is constructed the circulation desk will be moved in front of the office to remain near the branch manager and circulation staff will be facing the front door. This is for security and good customer service. The office will have large windows so the branch manager can also see who enters the front door and what is happening at the circulation desk in case staff need assistance.

Delann Lewis asked how the Holden office project going to be funded as compared to other improvements in other branches. Ms. Shelton-Council

responded that the office project will be funded by a designated gift that was left specifically to for the Holden branch. Other improvements through the years have been funded using gift monies as well as being put in the budget as capital improvements. Board Member, Mr. McMullin asked why should gift money be used at all for this project. He stated he believed Trails should pay for any improvements out of the annual budget and doesn't see why it can't come out of the Building Renovation and Repair line item in the budget. Board President, Mr. Walker commented that he agreed with Mr. McMullin the project should come out of Building Renovation and Repair. Ms. Shelton-Council stated that during a September 2019 meeting, the mayor of Holden asked where the library was with its' plans for the office. He shared that the town council had given permission after a presentation by Scotty Walker during a city meeting. Ms. Shelton-Council stated she was following through with a decision the board made years ago. She added that the branch manager needs an office to be able to conduct business in private and have confidential meetings with branch staff and patrons.

Ms. Lewis inquired where will the public access computers go if building a manager's office? Ms. Shelton-Council stated that the computers will stay in the branch they will just be moved, but will remain close to the circulation desk.

Ms. Lewis then asked where does the money for improvements for other branches come from? Ms. Shelton-Council stated that improvements to branches are paid through the district, whether gift money or through the annual budget.

Board member, Ms. Dillon asked about how much will the office project cost and how large will the office be. Ms. Shelton-Council deferred the question to Ms. Love who answered that the room will measure 10 feet by 14 feet and will be an office and a storage closet for storage of tables and chairs for the branch. Trails received a quote from Reasbeck Construction totaling \$17,500 for this project. Ms. Dillon said she thought that was a lot of money to just put up two walls. Ms. Shelton-Council stated the job required breaking into the ceiling and rerouting duct work and adding

ventilation registers. A question came in from the online chat asking, who approves the agenda? Ms. Shelton-Council explained that as the director she draws up the agenda and sends it to the Board President for any revisions. After the president looks at it the agenda it is then sent out to the board members. Mr. Walker commented that this month he had not received the agenda. That tonight was the first time he was seeing it. He went on to say that usually he does receive the agenda early but this month he did not get the agenda in advance of the meeting. Ms. Shelton-Council commented that she had emailed the agenda to Mr. Walker on May 8th. Mr. Walker then commented that he guessed he had overlooked receiving the agenda because he has been very busy in his store. Board member, Ms. McGowen commented that as a board member she has found it very easy to have items placed on the agenda. She calls the director and states what item or items she would like to see on the agenda. It is a simple process.

4. Consent Agenda

Mr. Walker asked for clarification, in the April minutes it states the meeting was held online via Zoom, it was his understanding it was held via GoToMeeting. Ms. Shelton-Council commented that yes that needed to be changed, the meeting was held via GoToMeeting not Zoom. Mr. Walker then asked what is Liberty Utilities? Ms. McGowen stated Liberty Utilities is a gas company that provides service in Leeton. Via the online chat, office manager Karen Churn advised Liberty Utilities is a utility company in Lexington.

Ms. Wolter asked why there was such a large advertising bill. She was speaking about a \$2,240 charge paid to Demco. Ms. Shelton-Council commented that it was likely a Summer Reading expense. She went on to explain that the library has received a grant to reimburse some of the Summer Reading expenses. Mr. Walker asked what was purchased from Game Day. Ms. Shelton-Council said that was for the t-shirts ordered for staff to wear during outreach and summer reading events.

Fern Deatherage made a motion to approve the consent agenda with the addition of the printed checks from the general fund. Ron McMullin seconded the motion and a roll call vote was taken: Allycen Burton - Aye, Fern Deatherage - Aye, Carlin Dillon - Aye, Jeany McGowen - Aye, Ron McMullin - Aye, Judy Wolter - Aye and Scotty Walker - Aye, the motion passed with 7 Ayes and 0 Nays.

5. Unfinished Business

Ms. Dillon asked about the follow-up of the Holden roof. Mr. Walker commented that he had been in contact with the Holden Mayor and that the roof was covered by insurance. Mr. Walker reported that sometime this summer the Holden building should have a new roof installed.

6. New Business

a. Update to Policy F300-Accountability. Mr. Walker asked for comments or questions on Policy F300.

Ron McMullin made a motion to table both the Update to Policy F300-Accountability and table the Update to Board bylaws – Committees.

Judy Wolter seconded the motion. Ms McGowen asked if putting off these two policies could wait or would it be better to address them now.

The library's legal counsel commented that both policies are not under a time constraint and could wait if the board wants to wait. A roll call

vote was taken: Allycen Burton - Aye, Fern Deatherage - Aye, Carlin Dillon - Aye, Jeany McGowen - Aye, Ron McMullin - Aye, Judy Wolter -

Aye and Scotty Walker - Aye, the motion passed with 7 Ayes and 0 Nays.

b. Update to Board bylaws – Committees.

Tabled in above motion.

c. Update to Epidemic and Public Emergency Procedure. Ms. Shelton-Council reported that she had recently attended a state-wide Missouri Library Directors meeting. At that meeting, legal counsel Adam Sommers addressed the question of paying employees benefits during

this pandemic. Mr. Sommers stated that if there is an organizational expectation that the employee could be expected to work from home then the employee should also earn all eligible benefits. Ms. Shelton-Council reported that while the district has been shut down staff have been expected to work if called upon and they were earning their wages and health insurance but have not been accruing Paid Time Off (PTO). Ms. Shelton-Council simply added the language to the procedure about staff accruing PTO. Ms. Dillon inquired, how does staff normally accrues PTO? Ms. Shelton-Council answered that PTO is earned the last day of each pay period. She went on to remark that by adding this language Trails will be following the law. The library's legal counsel remarked that the added language will keep all Trails policies in line with one another. Jeany McGowen made a motion to update the Epidemic and Public Emergency Procedure as presented. Fern Deatherage seconded the motion and a roll call vote was taken: Allycen Burton - Aye, Fern Deatherage - Aye, Carlin Dillon - Aye, Jeany McGowen - Aye, Ron McMullin - Aye, Judy Wolter - Aye and Scotty Walker - Aye, the motion passed with 7 Ayes and 0 Nays.

- d. Vote on Designated gifts use for Holden Office & circ desk.** Ms. Shelton-Council stated that the circulation desk should not be included as a use of the designated gifts. Mr. Walker asked how much of the designated gift money is needed for the office project. Ms. Shelton-Council stated \$17,500.00 for the office and storage area. Mr. McMullin stated it was his belief that an office is not needed. Ms. McGowen commented that she did see the need for the branch manager to have the privacy of an office and the importance of the circulation desk to face the front doors. She went on to ask what was the problem with using designated funds if the money had been left for Holden branch improvements. Mr. Walker then relayed the history of how he had the idea of building a new library building for Holden and how the community banded together and raised the money to build the new building. During the construction phase they realized that they could

not operate the building with their current funding. So, Mr. Walker reached out to Trails Regional Library and inquired about joining. Mr. Walker stated director, Susan Bonett was thrilled to have Holden join Trails Regional Library and never mentioned the building needing an office or meeting room. But every time something was needed in Holden, Holden paid for it and not the District. Even when the shed was purchased, Holden paid for it. Mr. Walker went on to say that he is not opposed to the office or a meeting room for that matter, but the purpose of the gifted money for Holden is for the improvement to the Holden Public Library. Ms. Dillon commented that she also sees a need for an office and moving the circulation desk does make sense but \$17,500 is expensive. She went on to ask if the project had been bided out. Ms. Shelton-Council replied that the library uses the Gordian Group who puts the jobs out to bid for us. She stated this is way the bids have been done at Trails Regional Library for many years. Mr. Constant added that the Gordian Group sets standard rates for construction jobs for governmental entities. It sets up group buying or collective bargaining for construction jobs. Ms. Dillon commented that it is her belief that during a pandemic the library should wait on construction jobs because there are so many unknowns. It is a big expense and we just don't know how long we will be shut down.

Ron McMullin made a motion to table the vote on Designated gifts for a future meeting. Jeany McGowen seconded the motion and a roll call vote was taken: Allycen Burton - Aye, Fern Deatherage - Aye, Carlin Dillon - Aye, Jeany McGowen - Aye, Ron McMullin - Aye, Judy Wolter - Aye and Scotty Walker - Aye, the motion passed with 7 Ayes and 0 Nays.

- e. Vote for Emergency Fund Transfer.** Ms. Shelton-Council reported to the board that there have been several expenses that were not planned on in the system. The Warrensburg Branch had to have a new air conditioning unit replaced at the cost of \$8,423.00, the backflow for the fire suppression sprinkler system failed inspection and had to be replaced at the cost of \$7,686.00. To date, the District has spent right at

\$2,000.00 for COVID-19 protective supplies and more items still need to be purchased as the pandemic drags on. In the near future, Trails will need to have plexiglass sneeze shields put up in all branches. Facilities Technician, Billy Stone, who will be constructing the shields has estimated the cost at \$3,010 in materials. The shields will be removable so when not needed they can be stored away but, if needed, they can be quickly put up. With the added cleaning routines there will be a need to purchase more cleaning and disinfecting supplies. Finally, Trails has been awarded two technology grants that need to be paid up front by Trails but then the system will be reimbursed the \$10,000.00. Ms. Dillon asked if the \$3,010 to be spent for the plexiglass shields were for all branches. Ms. Shelton-Council replied yes there will be plexiglass shields in all branches. Ms. Wolter inquired if any other funds had been drawn from the emergency funds? Ms. Shelton-Council said she had coded something to emergency funds and was alerted by Assistant Director Kyle Constant that emergency funds use needed to be approved by the board.

Judy Wolter made a motion to transfer \$40,000 from the emergency fund to the general operating fund. Jeany McGowen seconded the motion and a roll call vote was taken: Allycen Burton - Aye, Fern Deatherage - Aye, Carlin Dillon - Aye, Jeany McGowen - Aye, Ron McMullin - Aye, Judy Wolter - Aye and Scotty Walker - Aye, the motion passed with 7 Ayes and 0 Nays.

a. Warrensburg HVAC.

Approved in above motion.

b. Technology – Grant reimbursed.

Approved in above motion.

c. Funding COVID-19 protective supplies.

Approved in above motion.

f. FY2021 Preliminary Budget. Ms. Shelton-Council remarked that the FY2021 Preliminary budget is an extremely rough draft. It will change between now and the June board meeting. She did point out that Training and Travel line item has been cut significantly since workshops are now being offered in a virtual format and all face-to-face conferences have been cancelled. This coming year there will be no need for hotel rooms, nor as much travel. The Missouri Secretary of State, Jay Ashcroft, has informed all Missouri Library Directors that the state aid will not be dispersed during FY2021 and no Athletics and Entertainers Tax money dispersed to Libraries in FY2021. Branch fund expenses have been removed from the annual budget. Any monetary gifts given to the branches will be placed into the Foundation account. This change came from suggestions of the auditor. Each branch has budget line within the Foundation account so the money remains earmarked for that branch. Ms. Shelton-Council explained that Trails is now working with a company called Thrift Books, who will pick up weeded or donated materials and sell them for the library. The money raised will be put in that branch's account within the Foundation. Mr. Walker asked if this means no more book sales. Ms. Shelton-Council responded yes. Mr. McMullin asked if Thrift Books cannot sell the books what happens to them? Ms. Shelton-Council remarked that Thrift Books might be donating them. Mr. McMullin commented that he didn't see why local branches couldn't sell their own books. Ms. Shelton-Council explained that the library is getting out of the book selling business and also moving away from branches handling money. Ms. Shelton-Council went on to point out that the Technology line item will be increased significantly. There is a Wi-Fi project planned that will extend Wi-Fi into the parking areas of Concordia, Holden, Corder and Waverly. Trails has been awarded a grant for this project. Ms. Wolter asked why Trails is wanting to extend the Wi-Fi? Ms. McGowen remarked so people who need Internet access can have it. It is a way we are helping people. Ms. Dillon asked if patrons using the Wi-Fi in the parking areas would have to call into the branch to get an access code. Ms. Shelton-Council

explained that the Wi-Fi would be open access and therefore Trails would be doing away with using a password code. Mr. Walker asked if the access would be available 24-hours a day. Ms. Shelton-Council said yes it would be available 24/7. Ms. Shelton-Council remarked that there are other projects in the budget. A \$17,000 project to upgrade all lighting in the branches to LED. Once the project is finished Trails will qualify for Evergy rebates to recoup most of that money. A \$16,000 project to re-surface the back-parking pad in Concordia. A \$16,000 project to update the Lexington meeting room door and downstairs restrooms making them ADA accessible. A \$58,000 project to re-roof part of the Warrensburg building. Ms. McGowen asked about getting an exterior light on the west side of the Waverly building and Ms. Burton asked about replacing the awning at the Lexington building. Ms. Shelton-Council commented she will try to work them into the budget. Ms. McGowen commented that she would like to see the line item of programming supplies increased to at least \$5,000. Ms. Dillon commented that it didn't look like she received a copy of the Preliminary budget. Other members of the board had received the Preliminary budget. Ms. Shelton-Council stated she would send Ms. Dillon the budget again. Mr. McMullin asked if the Preliminary budget could include the last year budget as a comparison. Mr. Walker asked why the salaries line item increased by \$82,000? Legal counsel remarked that is due to the minimum wage going up in January. Ms. Shelton-Council remarked that the preliminary budget was a guess, a starting point and that she would have more exact numbers next month. Ms. Shelton-Council remarked that the board did not need to take any action on the FY2021 Preliminary Budget at this meeting.

- g. Update to Policy F202-Holidays.** Ms. Shelton-Council explained that since the branches had changed their hours last year there was some confusion about how Holiday pay would be administered. The current policy is unclear. Also, for consideration is the addition of four more

holidays; Martin Luther King, Jr., President's Day, Veteran's Day and the Day after Thanksgiving.

Ron McMullin made a motion to table Policy F202-Holidays for a future meeting. Jeany McGowen seconded the motion and a roll call vote was taken: Allycen Burton - Aye, Fern Deatherage - Aye, Carlin Dillon - Aye, Jeany McGowen - Aye, Ron McMullin - Aye, Judy Wolter - Aye and Scotty Walker - Aye, the motion passed with 7 Ayes and 0 Nays.

- h. Vote for FY21 officers.** Ms. Shelton-Council remarked that last year the board voted on officers at the May meeting. Mr. Walker commented that he believed in years past officers were elected in June not May. Ms. Wolter concurred that election of officers have been done during the last meeting of the fiscal year.

Ron McMullin made a motion to table the election of officers until the June meeting. Jeany McGowen seconded the motion and a roll call vote was taken: Allycen Burton - Aye, Fern Deatherage - Aye, Carlin Dillon - Aye, Jeany McGowen - Aye, Ron McMullin - Aye, Judy Wolter - Aye and Scotty Walker - Aye, the motion passed with 7 Ayes and 0 Nays.

- i. Expiring Board member.** Ms. Shelton-Council reported that there is still an opening on the Board for a Johnson County member to finish the term of Marcy Bryant. Upon further checking M.s Bryant's term will expire on June 30, 2020. Ms. Shelton-Council also reported that Judy Tyler, from Lafayette County, will finish her first term on June 30, 2020. Mr. Walker will contact Ms. Tyler to see if she is interested in serving another 4-year term.

- j. Plan FY21 Board meeting locations.** Ms. Shelton-Council reported that in all the branches the meeting rooms are being used to quarantine materials and store branch furniture. The largest space to have in-person meetings is the Warrensburg Branch in the main area of the building. Board members and staff would need to adhere to social distancing of keeping six feet apart and wear face masks. Ms. McGowen

offered the Leeton School as a possible location. Ms. Shelton-Council commented that the board could invite the Leeton School Board to attend the next meeting to discuss the agreement that was tabled several months ago. Ms. Shelton-Council went on to state that the board will still need to live stream the meeting because there is not enough room in the Warrensburg building to social distance with public in attendance. The next meeting is scheduled for June 17 and the board agreed to meet in the Warrensburg Branch. Library staff was directed to draw up a meeting schedule for FY2021 with the understanding that the meetings may have to move depending on the number of COVID-19 cases in the counties.

7. Discussion and Announcements

Ms. Shelton-Council reported that she contacted Mary Beth Harper, Loan Officer from US Bank and confirmed the final payment for the Knob Noster loan has been paid. The final paperwork from the bank should be received shortly. Ms. Shelton-Council remarked that the plan is to take the money that was being paid to US Bank for the Knob Noster loan and apply that amount to the principle of the Odessa loan. Mr. Walker inquired how much was the amount for the Knob loan payment? Ms. Shelton-Council reported that it was \$7,500 per month.

Ms. Shelton-Council announced the library was awarded \$5,210.85 for the Erate federal funding grant. The money will go toward equipment to enhance our WIFI and other technological services.

Ms. Shelton- Council stated the administration was applying for several more grants through; the Missouri Humanities Council in collaboration with UCM for Missouri Bicentennial programming, the Public Library Association and State Library of Missouri and the Institute of Museum and Library Services for increased technology needs and equipment and COVID-19 related implementations such as self-check machines, hotspots and a digital bookmobile. Mr. Walker asked about the cones in front of the Holden

Branch. Ms. Shelton-Council replied that the cones are for the curb side service that will begin on May 26th. Most branches have barricades or cones and barricades in their parking lots to help direct the traffic in and out of the lots as they come to pick-up and drop off materials. Mr. Walker then remarked that June is typically the Director's evaluation. He stated he would like to see the topic of the Director's evaluation on next month's agenda. Ms. Dillon inquired as to what that entails. Mr. Walker explained that in past years the board has approached the evaluation in different ways. For a few years the board surveyed all staff on the director's performance. Then, there were a few years the board surveyed just Administrative staff and Branch Managers on the performance of the director. Last year the director didn't stay around long enough to be evaluated, so it wasn't done.

8. Adjournment

President, Scotty Walker, adjourned the meeting at 8:47p.m. The next meeting will be at 7:00p.m. on June 17, 2020 at the Warrensburg Branch.

Mr. McMullin and Ms. Wolter both then asked about signing checks approved earlier in the board meeting. Ms. Shelton-Council asked if Ms. Wolter would be available to meet in Knob Noster the next day to sign the checks. Ms. Wolter agreed to meet in Knob Noster at noon. Ms. Shelton-Council then asked Mr. Walker if he would be available to sign checks in the afternoon in Holden. Mr. Walker agreed to meet in Holden at 2:00p.m.

Mr. Walker then commented that he would like to thank the staff who have been working from home and keeping the business of the library going.