

Trails Regional Library Board of Trustees
Minutes of March 17, 2021

1. Call to order

The Trails Regional Library Board met on March 17, 2021 with the majority of the board attending in person at the Warrensburg Branch. The meeting was livestreamed for the public on YouTube. President, Scotty Walker, called the meeting to order at 7:00p.m.

2. Roll Call

Board members attending in person: Fern Deatherage, Carlin Dillon, Lori Dodson, Ron McMullin, Judy Tyler, Scotty Walker and Judy Wolter. Board member attending via the phone: Allycen Burton. Unable to attend: Georgia Jarman and Amanda Travis,

On duty staff attending in person: Anita Love, Roger Dumas, Janessa Hortemiller and Luke Ciccone who provided technical support for the live stream. On duty staff attending via GoToMeeting: Kyle Constant, Karen Churn and Billy Stone.

There were 12 members of the public in attendance via the live stream YouTube channel.

3. Public Comments

Mr. Walker asked if there were any public comments. Mr. Constant responded that there were no comments at this time. Before moving onto the Consent Agenda Mr. Walker announced that board member, Amanda Travis has resigned. Ms Travis represented Lafayette County.

4. Consent Agenda

Mr. Walker asked if there were any questions or corrections to the consent agenda. Ms Tyler commented that on page 4 of the February minutes, under the heading of “Proposal for new payroll/timekeeping system – ADP” the total count of Nays should be 3 not 0.

Judy Wolter made a motion to approve the consent agenda with the correction to the February minutes as stated and 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, Lori Dodson – Aye, Ron McMullin – Aye, Judy Tyler – Aye, Judy Wolter – Aye, and Scotty Walker – Aye. The motion passed with 8 Ayes and 0 Nays.

5. Unfinished Business

a. Concordia parking lot. Ms Love presented photocopies of pages 10 through 13 of the FY2021 budget narrative outlining what capital projects were approved and how much had been budgeted. Resurfacing the back Concordia parking pad had been budgeted for \$20,000. The proposal from RCI came in at \$9,705.00. Ms Love reported that the cost of asphalt and other materials have gone up since the proposal was received. Discussion ensued.

Judy Wolter made a motion to have the Concordia parking pad re-figured with current pricing and if the new proposal is under what is budgeted to go ahead with the project. Judy Tyler seconded the motion and a roll call vote was taken, Allycen Burton – Aye, Fern Deatherage – Aye, Carlin Dillon – Aye, Lori Dodson – Abstained, Ron McMullin – Aye, Judy Tyler – Aye, Judy Wolter – Aye and Scotty Walker – Aye. The motion passed with 7 Ayes and 1 abstention.

- b. Concordia windows.** Ms Love reported that the replacement of the north Concordia windows has the same issue as being part of the approved FY2021 budget. She further reported that during the winter of 2020-2021 the windows were not forming frost on the inside and the windows had not leaked. Discussion ensued.

Fern Deatherage made a motion to put the replacement of the north Concordia windows project on hold for now. Judy Wolter seconded the motion and a roll call vote was taken, Allycen Burton - Aye, Fern Deatherage - Aye, Carlin Dillon - Aye, Lori Dodson - Abstained, Ron McMullin - Aye, Judy Tyler – Aye, Judy Wolter - Aye and Scotty Walker - Aye. The motion passed with 7 Ayes and 1 Abstention.

- c. Further discussion of ADP-payroll/timekeeping.** Mr. Walker stated that he wanted to bring up the topic of the migration to ADP. He stated that he thought this might be something that needs to be put on hold until a new director is in place. The new director should have input into the decision-making process. Mr. Walker also stated he had spoken with the Library's auditor and her recommendation was not to use it. She believed it was too expensive. Mr. Walker had also reached out to the Library's current accounting firm asking about ADP. They mentioned they would like to have a discussion with staff on the change. Discussion ensued. Office Manager, Karen Churn, added that she too had spoken with the auditor and the auditor's concern was that the W-2s for employees would be split. Ms Churn went on to state that Mr. Constant had checked on that and the W-2s would not be split. Discussion ensued.

No action was taken.

6. New Business

- a. **Search Committee Report.** No report was given. Two of the committee members stated they were having trouble getting into the email to read applicants' resumes.

- b. **Engineer Committee Report.** Ms Wolter reported that the list of eight engineers and their mailing addresses had been received and given to Ms Love. The RFQ will be mailed out shortly and at the April board meeting the committee will have a full report. Ms Love requested that a member of the committee send her the final RFQ document and she will mail them out to the eight engineers. Ms Dodson agreed to email the documents to Ms Love.

- c. **Staff Report.** Mr. Walker stated that in lieu of a director's report he would like to hear from staff about what is happening in the library. Mr. Walker did ask for clarification in a staff report about some bills being paid late and the library having to pay late fees. It was explained that because the library is trying to get away from using incidental checks and running all payments through the board it means that some invoices get paid late and vendors charge late fees. Discussion ensued.

Ms Love reported the Holden front door is having an issue with being able to unlock. The door is under warranty and a repair person is coming to address the problem. A commercial toilet in one of the restrooms in Odessa has failed. We are trying to decide if the work can be done in-house or if a professional plumber needs to be brought in. Mowing season is gearing up, the new HVAC system for the Warrensburg branch has been installed, the sump pump at Knob Noster decided recently not to function. On the staff training front, re-fresher trainings are continuing and are conducted every other Monday and Tuesday. All staff that work with circulation will be going through the training.

The board then asked for clarification on Orange Boy. Mr. Constant explained that Orange Boy is the developer of a tool, called "Savannah," that the District can use to process a large amount of data. The company Orange Boy pulls in demographic information, census data, education information, socio-economic data of the area along with information with the District's ILS system. All that data is then used to get a better idea of what kinds of patrons are in the area, what do they like and how do they use the library. Orange Boy is also spearheading our strategic planning process. They are currently conducting surveys with staff, board members and patrons. Discussion ensued.

The Board asked when the libraries would be opened. Mr. Constant remarked that beginning on March 1, 2021 all branches were opened for browsing. Branches are asking patrons to make appointments before coming in. As the appointment is being made staff can reiterate to the patron that masks are required and social distancing is expected. But the reality was that occupancy was not meeting the maximum limits. Because of this, staff is letting patrons into the buildings without having appointments. It does seem that information could be relayed differently to the public about the ability to come into the buildings.

Mr. Constant ran through his items; the winter reading program handed out 500 postcards, 78 completed the program, prizes were given out. A Concordia patron won the Google Chrome Cast. Now the Summer Reading Program is rolling out. One change is that more outdoor programs are being planned. An author visit is being planned in conjunction with the Leeton Express branch. The Technical Service Department is working on inventory using a new tool, called The Digital Library Assistant, that will allow TS staff to inventory an entire branch in one day. This will free up branch staff. The IT department is working on upgrading the technology infrastructure with new servers and the replacement of public and staff computers.

The Board discussed the operational hours of the branches. The board directed staff to come up with a schedule by working with the branch managers and make sure there is enough staffing and present at a special board meeting. Ron McMullin made a motion to open branches back up to pre-Covid hours with the administrative and branch staff working toward that goal. Judy Wolter seconded that motion and a roll call vote was taken, Allycen Burton - Aye, Fern Deatherage – Aye, Carlin Dillon – Aye, Lori Dodson – Aye, Ron McMullin – Aye, Judy Tyler – Aye, Judy Wolter – Aye and Scotty Walker – Aye. The motion passed with 8 Ayes and 0 Nays.

7. Discussion and Announcements

- a. Interim Director discussion.** Mr. Walker brought up the need of having an Interim Director while the Director search continues. Mr. Walker proposed Anita Love could step into that roll. Discussion ensued. Ron McMullin made a motion to appoint Anita Love as Interim Director pending her acceptance of the position. Judy Wolter seconded the motion and a roll call vote was taken, Allycen Burton – Aye, Fern Deatherage – Aye, Carlin Dillon – Aye, Lori Dodson – Aye, Ron McMullin – Aye, Judy Tyler – Aye, Judy Wolter – Aye and Scotty Walker – Aye. The motion passed with 8 Ayes and 0 Nays.

8. Adjournment

President, Scotty Walker, adjourned the meeting at 9:22p.m. The next meeting will be at 7:00p.m. on April 21, 2021 at the Warrensburg Branch.

Board Officer

April 21, 2021
Date of approval