

## **Minutes for the Meeting of the Board of Trustees August 25, 2021**

### **1. Call to order**

The Trails Regional Library Board met on August 25, 2021. President, Scotty Walker, called the meeting to order at 7:03 p.m.

### **2. Roll Call**

In attendance were Jana Brookshier, Fern Deatherage, Carlin Dillon, Georgia Jarman, Ron McMullin, Judy Tyler, Judy Wolter, and Scotty Walker at the Warrensburg Branch, as well as Director Jackie Hawes. Attending via Go To Meeting was Sandy Henke.

On-duty staff attending in person was Luke Ciccone, who provided technical support for the live stream.

### **3. Public Comments**

There were no public comments.

### **4. Consent Agenda**

Director Jackie Hawes stated there was an error in the transaction report which listed three bank drafts to UMB in the same amount. There was only one payment for the amount and the error was on paper only. This report will be corrected.

Georgia Jarman moved to accept the Consent Agenda as corrected, with second by Jana Brookshier. Motion carried with all nine attending board members in favor.

### **5. Unfinished Business**

Members received copies of two applications for the Lafayette County board member vacancy. Ron McMullin made a motion that the Board nominate Cathy Thompson of Odessa for consideration by the County Commissioners for the vacant seat. Motion was seconded by Judy Wolter. Discussion ensued.

Georgia Jarman expressed her dissatisfaction and concern about the handling of the vacancy. She believed the other applicant's name had

been taken out of contention for consideration. Voting had been tabled at the previous board meeting to await another application which was being submitted. Director Hawes believes there may be some issues with the current process of soliciting board members. It is important to remember that members represent the entire Trails system and we should advertise for applicants.

Following discussion the issue was brought to a vote with the following result: Jana Brookshier – No; Fern Deatherage – Aye; Carlin Dillon – No; Sandy Henke – Aye; Georgia Jarman – No; Ron McMullin – Aye; Judy Tyler – Aye; Judy Wolter – Aye; Scotty Walker – No. Motion to nominate Cathy Thompson for consideration to fill vacant Lafayette County board seat was passed with 5 Ayes and 4 Nos.

## **6. New Business**

### **a. 2021 Levy Hearing**

The new tax levy for Trails has been set at \$0.2562 per \$100 valuation. Sandy Henke asked if this amount could be raised as property taxes this year are being increased. Director Hawes explained that the levy could not be raised but that with the increase in property taxes, the amount of receipts that Trails receives will increase. Fern Deatherage made the motion to accept the tax levy, with a second by Georgia Jarman. Motion carried unanimously with all nine board members in favor.

### **b. FY22 Final Budget**

Final budget for this fiscal year was then discussed. Scotty Walker asked whether the significant changes made to the draft budget approved in June, 2021, were to allow for \$62,000 in unpaid bills from Bibilothecia incurred during fiscal year 2021. Director Hawes answered in the affirmative. Carlin Dillon asked if there had been an oversight on Bibilothecia's part in billing us due to Covid-19 and stated she thought total payment had been made to the company. Sandy Henke suggested that Director Hawes review all paid invoices to make sure that this amount had not already been paid in the past. Director Hawes will follow up with the technical services manager and will let the board know this information. Jana Brookshier made a motion to accept the

final 2022 budget, second by Georgia Jarman. Motion carried unanimously with all nine board members in favor.

**c. Board Ethics Agreement**

The ethics agreement is the same as in past years but requires voting every two years. Ron McMullin made the motion to approve the ethics agreement, with second by Jana Brookshier. Motion carried unanimously with all nine board members in favor.

**d. Board Secretary Begin Taking Meeting Minutes**

Per the by-laws of Trails Regional Library, the secretary of the Trails Board should be recording minutes of their meetings. As this is stated in the by-laws, no action was necessary.

**e. TRL COVID-19 Response Plan**

Director Hawes, administrative staff, branch managers, and all other staff have devised a Covid-19 response plan so that all Trails employees will know what steps to follow. This has been a huge undertaking for all involved and identifies five (5) levels of action. Which level to follow is identified by checking with the Missouri Department of Health and Social Services link to Covid-19 hot spots in our state and will be revised when necessary. Currently, we are operating at Level Two (Yellow). Sara Evans is ready to go with signage for all levels for the branches and with publicity for both counties. The response plan will also be posted on Trails website and Trails Facebook page as soon as plan is approved. Motion made by Georgia Jarman, with second by Sandy Henke, to approve Trails Covid-19 Response Plan and to leave it to the discretion of the Director to set levels. Motion carried unanimously with all nine board members in favor.

Jana Brookshier stated that when reading through Trails by-laws she had read about Friends of the Library and questioned whether there is such a group. President Walker explained that these groups had been merged with the Trails Library Foundation and the groups had become inactive. Jana asked if this might be put on a future agenda to discuss having such a group again and Director Hawes answered in the affirmative.

**7. a. Board Webinar Series**

Director Hawes stated that a webinar 4-part series, titled “Effective Library Boards” and produced by the State Library of Iowa, is available. She will email the link needed to register to any board member who is interested.

**b. Board Orientation/Training**

Director Hawes reported that Carlin Dillon and Georgia Jarman had sat in on Sandy Henke’s board orientation and asked if anyone would like to do the same when the newest board member is trained. Ron McMullin, Scotty Walker, and Judy Tyler stated a desire to do so if the dates and times would work.

**8. Adjournment**

President Walker adjourned the meeting at 8:01 p.m.