

## **Minutes of Board of Trustees Meeting, January 19, 2022**

### **1. Call to Order**

The Trails Regional Library Board met on January 19, 2022, at the Warrensburg branch. The meeting was live streamed for the public. President Scotty Walker, called the meeting to order at 7:05 p.m.

### **2. Roll Call**

Board members attending in person: Jana Brookshier, Ron McMullin, Fern Deatherage, Judy Wolter, Judy Tyler, and Scotty Walker. Attending via phone were Sandy Henke, Carlin Dillon, and Georgia Jarman. On-duty staff attending were Jackie Hawes, Director, and Susan Kromrie, Asst Director. Guest attending was Jane Beal.

### **3. Public Comments**

There were no public comments.

### **4. Consent Agenda**

Director Hawes reported that payment of the UMB bank draft had shown up twice on the financial report but had only been paid once. Report to be corrected. Ron McMullin made a motion to approve the minutes and financial reports, with approval of the invoices and checks. Jana Brookshier seconded the motion with voting as follows: Jana Brookshier – Aye; Ron McMullin – Aye; Fern Deatherage – Aye; Judy Wolter – Aye; Sandy Henke – Aye; Carlin Dillon – Aye; Georgia Jarman – Aye; Judy Tyler – Aye; Scotty Walker – Aye; Motion passed with unanimous approval.

### **5. Unfinished Business**

There was no unfinished business.

### **6. New Business**

- a. Introduction of new Assistant Director - Director Hawes introduced the new Asst Director, Susan Kromrie. Asst Director Kromrie stated that she had spent most of her library career in the academic sector but has now been working in the public sector. She will supervise the branch managers and complete anything else as necessary or

assigned by Director Hawes. She has experience in budgeting and strategic planning. The Board welcomed her to Trails.

- b. Consider Lafayette County Board of Trustees Applications - Jane Beal and Patricia Long submitted applications for the position. Ms Beal was in attendance at the meeting and talked about herself and answered questions from the Board. Discussion ensued. Jana Brookshier made a motion, with second by Fern Deatherage, to nominate Jane Beal to the vacant Lafayette County position. A letter will be delivered to the Lafayette County Commission seeking their approval.
- c. Consider Approval to Renew Corder Lease for 1 year – Director Hawes stated that she needs to notify the City of Corder, in writing, 90 days before our lease expires. The city designates the length of the lease and renewal terms. Discussion ensued over whether Trails can negotiate for a longer term than the three years currently in effect. Jana Brookshier moved, with second by Georgia Jarman, to renew the Corder lease for the term of one (1) year. Voting was as follows: Jana Brookshier – Aye; Ron McMullin – Aye; Fern Deatherage – Aye; Judy Wolter; Sandy Henke – Aye; Carlin Dillon – Aye; Georgia Jarman – Aye; Judy Tyler – Aye; Scotty Walker – Aye. Motion passed unanimously.
- d. Consider approval of changes to TRL COVID-19 Response Plan – Director Hawes stated that she had discovered some discrepancies in our Covid-19 Response Plan which involve building occupancy & in-person programming attendance limits and needs approval of the changes. These changes involve various branches of Trails. Motion made by Georgia Jarman, with second by Sandy Henke, to accept the plan changes. Voting was as follows: Jana Brookshier – Aye; Ron McCullin – Aye; Fern Deatherage – Aye; Judy Wolter – Aye; Sandy Henke – Aye; Carlin Dillon – Aye; Georgia Jarman – Aye; Judy Tyler – Aye; Scotty Walker – Aye. Motion passed unanimously.
- e. Consider Approval to Enter into Engineer Services Agreement with Roof Asset Management Services, LLC – Director Hawes met with the roofing committee, and they tasked her to negotiate the terms of the

agreement with Roof Asset Management Services, LLC. Via email, the roofing committee recommended taking to full Board for approval. Our legal department, as well as the company's legal department, have OK'd the agreement. Motion made by Fern Deatherage, with second by Carlin Dillon, to accept this plan. Voting was as follows: Jana Brookshier – Aye; Ron McMullin – Aye; Fern Deatherage – Aye; Judy Wolter – Aye; Sandy Henke – Aye; Carlin Dillon – Aye; Georgia Jarman – Aye; Judy Tyler – Aye; Scotty Walker – Aye. Motion passed unanimously. President Walker thanked the committee members, Director Hawes, and Asst Director Anita Love for all their work on this project.

- f. Consider Approval of New Position of Circulation Coordinator – Director Hawes is seeking Board approval of this new position. To replace one (1) FT and one (1) PT Public Technology Assistants, she has proposed a new position, Circulation Coordinator. Discussion ensued regarding responsibilities of and need for this position. Georgia Jarman moved that we approve the Circulation Coordinator position and authorize it to be filled. Second was by Jana Brookshier. Voting was as follows: Jana Brookshier – Aye; Ron McMullin – Aye; Fern Deatherage – Aye; Judy Wolter – Aye; Sandy Henke – Aye; Carlin Dillon – Aye; Georgia Jarman – Aye; Judy Tyler – Aye; Scotty Walker – Aye. Motion received unanimous approval.
- g. Consider Approval of New Organizational Structure – Director Hawes presented her proposed plan and explained the revisions she would like to make. Board members were concerned that the revisions would add an additional \$7,000 to the budget if implemented right away. Director Hawes explained that due to retirements and resignations, we will probably be under budget as some of these positions will be filled at lower salaries. Also, the new structure will not be fully implemented until the next fiscal year. Following additional discussion, Fern Deatherage made the motion to accept the new organizational structure proposed by Director Hawes; second was by Georgia Jarman. Voting was as follows: Jana Brookshier – Aye; Ron McMullin – Aye; Fern Deatherage – Aye; Judy Wolter – Aye; Sandy Henke – Aye; Carlin Dillon – Aye; Georgia

Jarman – Aye; Judy Tyler – Aye; Scotty Walker – Aye. Motion passed with unanimous approval.

## **7. Announcements**

- a. If COVID-19 numbers in our area continue to rise, TRL will move to COVID-19 Response Plan Level 5 (Purple) on Monday, January 31, 2022. We will be closed to the public with curbside and appointment only for browsing and computer use. Discussion ensued as to whether this was being pro-active or re-active.

President Walker inquired about the Homebound Program. Director Hawes stated that only two (2) people had signed up. Mr Walker stated that he would be happy to circulate flyers if these would become available.

Jana Brookshier expressed her approval of the monthly director's report.

## **8. Adjournment**

President Walker adjourned the meeting at 8:04 p.m.