

Minutes of Trails Regional Library Board of Trustees Meeting, July 20, 2022

1. Call to Order

The Trails Regional Library Board met on Wednesday, July 20, 2022, with members attending in person at the Corder branch and by GoTo Meeting. The meeting was live streamed and open for the public to attend. President Scotty Walker called the meeting to order at 7:02 p.m.

2. Roll Call

Board members attending in person: Ron McMullin, Judy Wolter, Carlin Dillon, Patty Long, Judy Tyler, and Scotty Walker. Attending via GoTo were Sandy Henke and Georgia Jarman. On duty staff attending: Jackie Hawes, Director, Luke Ciccone, and Shelly Hopper. Guest attending was Emily Dillon.

3. Public Comments

Shelly Hopper welcomed everyone to the Corder branch. She stated that it has been a busy summer with 224 people attending programs and that she has signed 16 people up for library cards.

Director Hawes then read an email she had received from Christa Bell, who was one of the applicants for the Board from Lafayette County. She is a resident of Higginsville, MO, and the librarian for the entire Higginsville C-1 school district. She utilizes Trails with students who desire to read eBooks and to use other digital material. She herself uses Trails on a daily basis and visits either the Corder or the Lexington branch at least once a week. The Robertson Memorial Library in Higginsville does not have the resources or digital material which is available to members of Trails. She also stated that she owns and pays taxes on land in Corder.

Shelly Hopper had reached out to the librarian at the Robertson library who stated that the original benefactor had been a woman and the library was named in her honor. Shelly also stated that the majority of the Corder branch patrons are from Higginsville.

President Walker reported that years ago Trails had asked if those involved in running the Higginsville Library would like to join our regional group and they declined. He stated that we can ask if they would now be interested in joining and Director Hawes stated that she will reach out to them again. The library would retain the name of Robertson Memorial Library.

4. Consent Agenda

Director Hawes stated that Judy Wolter had brought to her attention that a check had been coded wrong in the check register. It will be corrected. Following this, Ron McMullin moved that the consent agenda be approved, with second by Judy Wolter. Roll call vote was taken with the following results: Ron McMullin – Aye; Judy Wolter – Aye; Carlin Dillon – Aye; Patty Long – Aye; Sandy Henke – Aye; Georgia Jarman – Aye; Judy Tyler – Aye; Scotty Walker – Aye. Motion passed with 8 Ayes and 0 Nays.

5. Unfinished Business

There was no unfinished business.

6. New Business

a. Consider re-appointments of Barbara Erikson, Peggy Gilmore, and Karen Johnson to the TRL Foundation Board

Georgia Jarman made a motion to re-appoint Barbara Erickson, Peggy Gilmore, and Karen Johnson to the TRL Foundation Board, with second by Judy Wolter. Roll call vote was taken with the following results: Ron McMullin – Aye; Judy Wolter – Aye; Carlin Dillon – Aye; Patty Long – Aye; Sandy Henke – Aye; Georgia Jarman – Aye; Judy Tyler – Aye; Scotty Walker – Aye. Motion passed with 8 Ayes and 0 Nays.

Director Hawes explained that Kim Roepe’s term was up, but that she does not wish to serve another. This leaves a vacancy on the Foundation Board. Director Hawes will reach out to those who had applied to fill the vacancy on the Board of Trustees to see if either would be interested in serving on the Foundation Board. Sandy Henke suggested that Brent Cooper of Concordia might be willing to serve and she will ask him. Applications are available on the TRL website.

b. Consider approval of the revised Policy F306 – Evaluations

Director Hawes stated that the revised Policy F306 would remove the evaluation form from the policy because it is considered a procedure. Also, this would give administration more flexibility to utilize the evaluation form that best suits staff needs. Following a short discussion, Judy Wolter made a motion to approve revised Policy F306 – Evaluations, with second by Sandy Henke. Roll call vote was taken with results as follows: Ron McMullin – Aye; Judy Wolter – Aye; Carlin Dillon – Aye; Patty Long – Aye; Sandy Henke – Aye; Georgia Jarman – Aye; Judy Tyler – Aye; Scotty Walker – Aye. Motion passed with 8 Ayes and 0 Nays.

c. Consider approval of the FY23 Salary Scale

Director Hawes presented the proposed FY23 Salary Scale which Board members had received in June 2022 to review. A track has been removed and the tracks extended so that it takes several more years to reach the maximum. The base salary has been increased in an effort to be more competitive in recruitment and retention. The FY23 preliminary budget, which was approved by the Board at the June 2022 meeting, shows the salary line item increased by \$200K over last year. This allows for an increase of 12% for all employees except for 3 COLA employees who will receive a 3% increase instead of the typical 1%. Following discussion Georgia Jarman made a motion to approve the FY23 Salary Scale as presented. Carlin Dillon seconded the motion and a roll call vote was taken with the following results: Ron McMullin – Aye; Judy Wolter – Aye; Carlin Dillon – Aye; Patty Long – Aye; Sandy Henke – Aye; Georgia Jarman – Aye; Judy Tyler – Aye; Scotty Walker – Aye. Motion passed with 8 Ayes and 0 Nays.

d. Consider approval to establish a Vehicle Replacement Fund

Director Hawes is asking for Board approval to establish a Vehicle Replacement Fund. Funding for this was included in the FY23 Preliminary Budget. Money for vehicle repairs is included in another line item in the budget. Following discussion, Georgia Jarman made a motion to establish a Vehicle Replacement Fund, with second by Judy Tyler. Roll call vote was taken with the following results: Ron McMullin – Aye; Judy Wolter – Aye; Carlin Dillon – Aye; Patty Long – Aye; Sandy Henke – Aye; Georgia Jarman – Aye; Judy Tyler – Aye; Scotty Walker – Aye. Motion passed with 8 Ayes and 0 Nays.

e. Consider approval of the technology disposal list and recommended disposal methods

Director Hawes presented a disposal list of the items which have been replaced as a result of the LSTA Technology Mini Grant. These will either be sold, recycled or disposed of. Any peripherals that can be reused will be saved. Those items designated to sell will be sold via a public sale. Judy Wolter made a motion to approve the technology disposal list and recommended disposal methods. Carlin Dillon seconded the motion and roll call vote was taken with the following results: Ron McMullin – Aye; Judy Wolter – Aye; Carlin Dillon – Aye; Patty Long – Aye; Sandy Henke – Aye; Georgia Jarman – Aye; Judy Tyler – Aye; Scotty Walker – Aye. Motion passed with 8 ayes and 0 nays.

f. Consider Audit engagement letter

Director Hawes received an audit engagement letter from the firm of Gillum & Gillum. The letter outlines the scope of the engagement and also the terms of compensation. The compensation remains the same as last year’s audit which was also done by them. Georgia Jarman moved to accept the audit engagement with second by Judy Wolter. Roll call vote was taken which resulted in the following: Ron McMullin – Aye; Judy Wolter – Aye; Carlin Dillon – Aye; Patty Long – Aye; Sandy Henke – Aye; Georgia Jarman – Aye; Judy Tyler – Aye; Scotty Walker – Aye. Motion passed with 8 Ayes and 0 Nays.

g. Consider approval of the TRL Strategic Plan FY2023-2027

Director Hawes presented the final draft of the Strategic Plan. Discussion ensued. Director Hawes reminded the Board that the plan is fluid and made so that we can assess particular phases and act accordingly. The overall plan allows us to get into details as they come up and revise as necessary. Following discussion Judy Wolter made a motion to approve the TRL Strategic Plan FY2023-2027. Second was made by Georgia Jarman and roll call vote was taken with the following results: Ron McMullin – Aye; Judy Wolter – Aye; Carlin Dillon – Aye; Patty Long – Aye; Sandy Henke – Aye; Georgia Jarman – Aye; Judy Tyler – Aye; Scotty Walker – Aye; Motion passed with 8 Ayes and 0 Nays.

7. Announcements

Director Hawes announced that the Warrensburg roof replacement contract has been signed, with a start date listed as July 20, 2022.

The committee for the evaluation of the director has not yet met.

8. Adjournment

President Walker adjourned the meeting at 7:46 p.m.

Board Officer

Date of Approval