

Minutes of Trails Regional Library Board of Trustees Meeting, October 19, 2022

1. Call to order

The Trails Regional Library Board of Trustees met on Wednesday, October 19, 2022 with members attending in person at the Holden Branch and by GoToMeeting. The meeting was live streamed and open for the public to attend. President Scotty Walker called the meeting to order at 7:00pm.

2. Roll Call

Board members attending: Jane Beal, Jana Brookshier, Carlin Dillon, Georgia Jarman, Patty Long, Ron McMullen, Scotty Walker, and Judy Wolter. On duty staff attending: Director, Jackie Hawes.

3. Public Comments

Teresa Opoien, Holden Branch Manager, shared that the 17 STEM kits are very popular with the public. They want to target homeschool families to integrate these new learning materials. The art workshop one week prior brought in over twenty patrons! Retired branch manager shared that she's very happy with the new leadership. Holden Mayor was also in attendance and shared positive sentiments about the library's impact on the town. Friends of the Library donated approximately \$1700 to the Holden Branch.

4. Consent Agenda

Ron McMullin moved that the consent agenda be approved as read, seconded by Judy Wolter. No discussion. Roll call vote was taken with the following results: Georgia Jarman – Aye; Judy Wolter – Aye; Patty Long – Aye; Jane Beal – Aye; Carlin Dillon – Aye; Jana Brookshier – Aye; Ron McMullin – Aye; Scotty Walker – Aye. Motion passed with 8 Ayes and 0 Nays.

5. Unfinished Business

There was no unfinished business.

6. New Business

a. Presentation of FY22 audit—Laura Gillum

Carlin Dillon moved to accept the annual financial audit report, seconded by Jane Beal. Auditor, Laura Gillum, reported that there were no concerns with this year's audit and explained that one correction was made in the general ledger about branch funds. Page 17 of the report covers communication of significant deficiencies. The recommendation is that staff establish planned checks and balances with external accounting services like payroll tax to ensure numbers are reported accurately. Also, allotment designated for the Warrensburg Branch was transferred out of the designated gifts in FY21 with intent to be spent at another branch; however, it was determined during last year's audit that the funds must be used for the Warrensburg Branch. At the October 2022 TRL Board meeting the \$20,000 was decided to be used for the Warrensburg roof replacement project. Due to the timing of the project, the funds were not used in FY21 or FY22 and is still sitting in general funds. Auditor recommends documenting this correctly in the budget so the funds only get used for Warrensburg. Director Hawes confirmed that it will be used on the Warrensburg branch roof repair. President Walker asked if action had been taken to address the first deficiency report. Both the auditor and Director Hawes confirmed that these matters are all being addressed. Carlin Dillon asked whether the deficiencies in the payroll and accounting groups needed to be addressed by no longer using ADP. The Auditor and Director had extensive discussion and determined that these are reasonable errors in good faith and can be corrected with additional attention, and that a period of continuity is necessary to improve that relationship. Roll call vote was taken with the following results: Georgia Jarman – Aye; Judy Wolter – Aye; Patty Long – Aye; Jane Beal – Aye; Carlin Dillon – Aye; Jana Brookshier – Aye; Ron McMullin – Aye; Scotty Walker – Aye. Motion passed with 8 Ayes and 0 Nays.

b. Consider approval to apply for the LSTA Technology Mini Grant

Georgia Jarman moved to proceed with applying for the LSTA Technology Mini Grant, seconded by Jane Beal. Director Jackie Hawes shared that the grant proposal will be requesting 30 new computers and monitors to finish replacing machines at the Warrensburg branch and for admin staff. Roll call vote was taken with the following results: Georgia Jarman – Aye; Judy Wolter

– Aye; Patty Long – Aye; Jane Beal – Aye; Carlin Dillon – Aye; Jana Brookshier – Aye; Ron McMullin – Aye; Scotty Walker – Aye. Motion passed with 8 Ayes and 0 Nays.

c. Consider recommended security vendor selection for installation of security cameras

Discussion was held regarding the installation of security cameras at the Warrensburg Branch location. Director Jackie Hawes shared that several bids were returned with a very wide variety of cost and coverage options, and that staff reviewed and recommended the bid from Martin Security System LLC. Board members reviewed all bids. Carlin Dillon moved to accept the Martin Security System LLC bid and the \$50 per month warranty service tier. No further discussion. Roll call vote was taken with the following results: Georgia Jarman – Aye; Judy Wolter – Aye; Patty Long – Aye; Jane Beal – Aye; Carlin Dillon – Aye; Jana Brookshier – Aye; Ron McMullin – Aye; Scotty Walker – Aye. Motion passed with 8 Ayes and 0 Nays.

d. Consider approval of change order #1 for the Warrensburg roof project; with a project update

Director Hawes presented Change Order #1 for the Warrensburg Branch roof project, explaining the progress made so far and the necessary changes that occurred during the work. Judy Wolter moved to proceed with the change order as read, seconded by Jane Beal. No further discussion. Roll call vote was taken with the following results: Georgia Jarman – Aye; Judy Wolter – Aye; Patty Long – Aye; Jane Beal – Aye; Carlin Dillon – Aye; Jana Brookshier – Aye; Ron McMullin – Aye; Scotty Walker – Aye. Motion passed with 8 Ayes and 0 Nays.

7. Announcements

a. The Warrensburg roof project began on August 17, 2022. The roofers reported that a section of the roof which was previously assessed as safe has some concerning signs of wear. The bid currently does not include work on that section of the roof.

b. Both Public Safety Technician positions have been filled and the Warrensburg circulation staff have reported a decrease in patron behaviors that violate policy.

c. Lafayette County will begin collecting 1% of all taxes collected beginning November 1, 2022.

8. Adjournment

President Walker adjourned the meeting at 8:12 p.m.