

Meeting Minutes

Trails Regional Library Board of Trustees

Wednesday, January 17, 2024 @ 7pm

Warrensburg Branch, 432 N Holden Warrensburg, MO

1. Call to Order

Meeting began at: 7:00pm, called to order by Patty Long, president

2. Roll Call

a. Board Members Present in Person:

Goldie Edwards, Carlin Dillon, Dan Brigman, Jane Beal, Judy Tyler, Patty Long

b. **Board Members Present via Teleconference:** Leanna Watts, Bekki Currier

c. **Board Members Absent:** Michelle Amos & Mike Elder

d. **Staff Present:** Jackie Hawes & Luke Ciccone

e. **Visitors Present:** n/a

3. Public Comments

None

4. Consent Agenda

Motion by Jane Beal to accept the Consent Agenda

Second by Carlin Dillon

All Ayes - Motion Passed

a. Minutes

b. Financial Report: General Fund

c. Financial Report: Designated Gifts

d. Financial Report: Approval of Invoices & Checks

5. Unfinished Business

a. Director Evaluation Committee Update

Leanna gave an overview of the report. 41 team members responded, 7 board members responded, and the self-eval was completed

Patty thanked Bekki for doing a lot of the back-end work.

Question was asked - How many staff are there? 51 employees when fully staffed, but weren't fully staffed, so probably 48. So 41 responses is a good percentage.

6. New Business

- a. Soulfire Collective coaching and training services presentation - Brandy Sanchez, Certified Professional Leadership Coach

Brandy presented via slide deck

Questions from the board were answered. Topics included which managers would be in the manager training, cost of training in comparison to the past, topics covered and skills that are hoped to be gained through training. Of the managers training, 1:1 coaching is not mandatory, but can be utilized if desired.

- b. Consider approval to close Trails for staff professional development days on Feb 12th (all day), April 26th (½ day except Warrensburg is all day), July 29th (½ day)

Motion by Goldie Edwards to use these professional development days for this calendar year.

Second by Dan Brigman

All Ayes - Motion Passed

- c. Consider approval of the Trails Regional Library Board of Trustees goals Carlin asked about board accessibility to the community.

Goldie explained the goal relating to staff recognition.

Dan would like a list of how the staff is recognized now, but it was discussed that there isn't really anything in place yet, though it is a goal of the admin as well.

Motion by Jane Beal to approve the Trails Regional Library Board of Trustees goals as stated in the board packet.

Second by Dan Brigman

All Ayes - Motion Passed

- d. Discussion about Board of Trustees email access

When you log in for the first time, you will need to change your

password.

Goldie wanted to remind everyone to use Blind Carbon Copy (Bcc) when emailing the entire board.

Dan recommends leaving all OPINION out of your emails, deal with facts only. Emails fall under documents that can be accessed by the Sunshine Law.

e. Discussion about branch tours

All in attendance thought having branch tours 30 minutes before our board meetings is a great idea to help familiarize ourselves with each branch. Any upcoming or ongoing projects will be highlighted during the tours.

f. Consider approval of changes to Policy B102

Motion by Leanna Watts to accept Version 2 of the policy in the board packet to update Policy B102 Public Comments, with requests considered by the director and/or the president and two other trustees, and change the wording from simply "days" to "business days".

Second by Jane Beal

All Ayes - Motion Passed

If someone's request is denied, it would be suggested they speak during public comment.

Dan suggests we clarify "days"...business or calendar days? Business days are what Jackie would prefer.

Goldie would like the committee chosen by the entire board, not just the president alone.

g. Consider approval to make the seasonal Programs & Publicity Assistant a permanent position

Motion by Judy Tyler to make the seasonal Program & Publicity Assistant a permanent position

Second by Bekki Currier

All Ayes - Motion Passed

Dan asked when it would take effect, and Jackie answered immediately. Carlin asked if the person currently in the position would like to remain and

have the position made permanent, and Jackie said yes, they were hoping it would become permanent.

- h. Consider approval of the records disposal list and required disposal methods

Motion by Goldie Edwards to dispose of these documents at the Murdock Banner Financial Group's Shred Fest on June 8, 2024, with a donation amount to be decided later.

Second by Dan Brigman

All Ayes - Motion Passed

- i. Consider approval to enter into agreement with The Wilson Group for roof and gutter repairs at the Waverly Branch

Motion by Jane Beal to table the approval to enter into agreement with The Wilson Group for roof and gutter repairs at the Waverly Branch. Second by Leanna Watts

All Ayes - Motion Passed

- j. Consider approval to enter into agreement with MTS Contracting for tuck pointing repairs at the Lexington Branch

Motion by Jane Beal to enter into agreement with MTS Contracting for tuck pointing repairs at the Lexington Branch

Second by Judy Tyler

All Ayes - Motion Passed

Carlin asked who the subcontractor is for this project – unknown at this time

Goldie said it sounds like it needs to be done, Jackie said it's on the Top 12 list of projects that need done.

Judy wonders if there is a designated gift amount that could go towards this project. Jackie didn't have that information right now but offered to bring it to the next meeting for approval if we do.

Dan asked about a timeframe, starting March 1, but how long would it take? Carlin said we need to have a timeframe when we enter the agreement.

7. Announcements

New mileage reimbursement rate is on the sheet in your folder.

Carlin asked about repairs in Concordia; they are done. Roger said there wasn't even ice on the inside of the windows like there used to be.

Goldie says the Crossroads Event is really nice and she has even seen children really enjoying it. There are still programs coming up. Dan is speaking on the 26th at 5:30pm. The last day for the exhibit is Jan 29. Carlin thanks all volunteers that have made this exhibit possible.

Jackie thanks the evaluation committee this year and last for all their work.

8. Consider approval to go into Closed Session 610.021 (13) - Personnel Motion by Jane

Beal to go into closed session 610.021 (13) for personnel matters.

Second by Leanna Watts

All Ayes - Motion Passed

9. Adjournment

Next Meeting: Wednesday, February 21, 7pm @ Knob Noster Branch

Future Meetings

March 20, 2024 7pm @ Holden

April 17, 2024 7pm @ Lexington

May 15, 2024 7pm @ Warrensburg

June 19, 2024 7pm @ Odessa