

## Meeting Minutes

Trails Regional Library Board of Trustees  
Wednesday, March 20, 2024 at 7:00 p.m.  
Holden Branch, 207 S Main, Holden MO

### 1. Call to Order

- a. Called to order by President Patty Long at 7:00 p.m.

### 2. Roll Call

- a. Board members present: Jane Beal, Patty Long, Goldie Edwards, Dan Brigman, Carlin Dillon, Judy Tyler, and on GoToMeeting, Michelle Amos. Absent were: Leanna Watts, Bekki Currier, and Mike Elder. On duty staff attending were: Director Jackie Hawes, and Branch Manager Teresa Opoien.

### 3. Public Comments

- a. There were no public comments. Teresa Opoien related the events that have been happening at the Holden Branch. They have partnered with Holden Elementary to enroll students in the Summer Reading Program. They recently held a Saturday matinee and also a painting party which were well attended. They also have an outreach with a local daycare. Two former patrons, Virginia Riley and Fran Yoder, past elementary teachers, recently died and each had left donations of around \$3K to the Holden Branch to be used for children's items. The branch has also received a donation of 40 new puzzles from Bekki Currier.

### 4. Consent Agenda

- a. Motion made by Goldie Edwards to approve the full consent agenda, with second by Jane Beal.  
Ayes: Jane Beal, Patty Long, Goldie Edwards, Dan Brigman, Carlin Dillon, Judy Tyler, and Michelle Amos. Motion passed.

### 5. Unfinished Business

- a. None

### 6. New Business

- a. Consider approval to use Designated Gifts from the Edwin Gueguen Fund for the Lexington tuck pointing project  
Motion made by Jane Beal, with second by Carlin Dillon, to use the \$8,780.19 remaining in this fund, which has no restrictions other than it be used for the Lexington branch and expected to be used on a building project, to be used for the Lexington tuck pointing project.  
Ayes: Jane Beal, Patty Long, Goldie Edwards, Dan Brigman, Carlin Dillon, Judy Tyler, and Michelle Amos.  
All Ayes, motion passed.
- b. Consider approval to use Designated Gifts from the Helen Shouse Fund for the Lexington tuck pointing project  
Motion made by Dan Brigman, with second by Goldie Edwards, to use the \$3,125.67 remaining in this fund, which has no restrictions other than it be used for the Lexington branch, for the Lexington Branch tuck pointing project.  
Ayes: Jane Beal, Patty Long, Goldie Edwards, Dan Brigman, Carlin Dillon, Judy Tyler, and Michelle Amos.  
All Ayes, motion passed.

- c. Consider approval to purchase four cellphones for administrative use  
The cellphones would be used by administrative personnel, would belong to Trails, to be returned if/when employee(s) leave employment. Currently, at times employees need to use their personal phones to conduct business.  
Motion made by Jane Beal, with second by Dan Brigman, to purchase four cellphones from Straight Talk for administrative use.  
Ayes: Jane Beal, Patty Long, Goldie Edwards, Dan Brigman, Carlin Dillon, Judy Tyler, Michelle Amos.  
All Ayes, motion passed.
  
- d. Consider approval to discontinue the use of the Covid-19 sick leave  
In September 2022, the Board voted to permit five calendar days of Covid leave at 100% pay; however, in the past year only two employees have utilized this Covid-19 protocol. Discussion ensued regarding use of the barriers currently in place, and these will remain.  
Motion made by Carlin Dillon, with second by Jane Beal, to discontinue the use of Covid-19 sick leave of five calendar days at 100% pay.  
Ayes: Jane Beal, Patty Long, Goldie Edwards, Dan Brigman, Carlin Dillon, Judy Tyler, Michelle Amos.  
All Ayes, motion passed.
  
- e. Discussion on staff recognition ideas  
Dan Brigman distributed a list of ideas for staff recognition which he had recently brainstormed. Discussion ensued with Board members contributing ideas. Following discussion, a committee was appointed of Dan Brigman, Chairman, Goldie Edwards, and Patty Long. Director Hawes appointed Tessa Moulton, HR Manager, to work with the committee.

## **7. Announcements**

- a. National Library Week is April 7-13  
This will be a spirit week for staff
- b. Solar eclipse is April 8  
Grant was received for viewing glasses but notification was received late. Glasses have been ordered but may not be received in time. Trails does have 200 additional pair on hand.

## **8. Adjournment**

President Long adjourned the meeting at 7:44 p.m.

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Approved by Board Member

Date of Approval