

**MINUTES**  
**Cass County Public Library Board of Trustees**  
**Regular Board Meeting**  
**Harrisonville Branch – Meeting Room**  
**June 19, 2024 @ 4:45pm**

**Call to Order: 4:45pm**

Trustees roll call attendance taken by Board President Tonya Long:

Present: Roger Toomey, Diana Larson, Tonya Long, Becky Klein, Jessica Levsen (via video)

CCPL Staff present: Library Director Robin Hudson, Assistant Director Leigh Hallenberg, Business Manager Lori Schneider, HR Generalist Pat Peel

Meeting was streamed via YouTube. The recording can be found on the library's YouTube channel.

**Pledge of Allegiance**

**Approval of Agenda**

Becky Klein moved, seconded by Roger Toomey, to approve the agenda as presented. Motion passed by majority vote.

**Consent Agenda**

Becky Klein moved, seconded by Diana Larson, to approve the consent agenda as presented, including the regular meeting minutes from May 15, 2024, the financial reports for May, and the revised June 2024 payables. Motion passed by majority vote.

**Public Comments**

The Board heard comments from Connie Poisal, Tom Marshall, Amber Payne, and Mindy McVey.

**Unfinished Business**

Becky Klein moved, seconded by Diana Larson, to approve the Collection Management Policy as presented. Discussion followed. On roll call vote: Toomey-Aye, Klein-Aye, Larson-Aye, Long-Aye, Levsen-Aye. Motion passed.

**New Business**

Pat Peel, CCPL HR Generalist, presented information regarding the 2024 Compensation Study refresh. Discussion followed.

Library Director Robin Hudson gave a Strategic Plan Year 1 Report, including recommendations for adjustments and revisions. Discussion followed. Becky Klein moved, seconded by Diana Larson, to approve the revisions to the CCPL Strategic Plan 2023-2026. On roll call vote: Toomey-Aye, Klein-Aye, Larson-Aye, Long-Aye, Levsen-Aye. Motion passed.

Discussion was held about CCPL Social Media Policy / Procedure.

**Director's Report**

Staff changes include:

*New Hires:* Ambrosa Estes - 24-hour Bookmobile Driver/Assistant, and Sarah Herndon - 20-hour Harrisonville Library Assistant.

*Open positions:* 20-hour NRC Library Assistant.

### **Branch Activity Reports**

Director Robin Hudson informed the board about Bookmobile and Pleasant Hill maintenance issues. She also updated the Board about working with Steve Potter on the Capital Improvement Plan. Director Hudson also informed the board about two new e-resources: Chilton and NoveList.

### **Trustees' Comments**

Becky Klein announced the next CCPL Foundation meeting is scheduled for July 8.

Becky Klein presented Roger Toomey with a plaque and recognized him for 16 years of service on the CCPL Board of Trustees, whose term will end 6/30/24.

Tonya Long presented Jessica Levsen with a certificate and recognition for her nearly 2 years on the CCPL Board of Trustees, whose term will end 6/30/24.

### **Recess to Executive Session**

At 6:52pm, Becky Klein moved, seconded by Tonya Long, to recess to executive session under Missouri Revised Statute 610.021.1 to discuss legal issues, Missouri Revised Statute 610.021.2 to discuss real estate issues, Missouri Revised Statute 610.021.12 to discuss bids, and Missouri Revised Statute 610.021.13 to discuss personnel records. On roll call vote: Toomey-Aye, Klein-Aye, Larson-Aye, Long-Aye, Levsen-Aye. Motion passed.

At 8:07pm, Becky Klein moved, seconded by Roger Toomey, that the closed executive session end and regular session resume. On roll call vote: Toomey-Aye, Klein-Aye, Larson-Aye, Long-Aye, Levsen-Absent. Motion passed.

### **Actions from Executive Session**

Becky Klein moved, seconded by Tonya Long, to approve Executive Session Legal / Real Estate / Personnel Minutes from 5/15/24. On roll call vote: Toomey-Aye, Klein-Aye, Larson-Aye, Long-Aye, Levsen-Absent. Motion passed.

Becky Klein moved, seconded by Tonya Long, to approve the Stafford-Leavitt Insurance bid for commercial insurance for a total of \$38,214, pending final review of the bid specifications by Lori Schneider. On roll call vote: Toomey-Aye, Klein-Aye, Larson-Aye, Long-Aye, Levsen-Absent. Motion passed.

### **Adjournment**

It was moved that the meeting adjourn. This was seconded and passed by majority vote at 8:08pm.

The next regular scheduled meeting will be held Wednesday, July 17, 2024 at 4:45pm.

Approved by the Board on \_\_\_\_\_, 2024

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Secretary

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Library Director