

MINUTES  
Cass County Public Library Board of Trustees  
Regular Board Meeting  
CCIC – Pearson Hall  
February 16, 2022 @ 4:45pm

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

Trustees present: Barbara Boucher, Tonya Long, Roger Toomey, Mary Dobson, Becky Klein (via video call)  
CCPL Staff present: Dan Brower, Deb Bova

**Approval of Agenda**

Tonya Long moved, seconded by Roger Toomey, to approve the agenda with the revision of switching “Actions Items” and “Discussion Items” under “Unfinished Business”  
On roll call vote: Long – Aye, Boucher – Nay, Toomey – Aye, Dobson – Aye, Klein – Aye.  
Motion passed 4/1.

**Consent Agenda**

Becky Klein moved, seconded by Roger Toomey, to approve the consent agenda, including the regular meeting minutes from January 19, 2022, and the financial reports for January. On roll call vote: Long – Nay, Boucher – Nay, Toomey – Aye, Dobson – Aye, Klein – Aye. Motion passed 3/2.

**Public Comments**

The board heard from Dallas Register, Diana Larson, and Michael Firkins.

**Unfinished Business**

Financial Management Policy Recommendations: Michael Short from Stifel, Nicolaus, & Company, answered questions concerning the financial management policy recommendations including: Fund Balance Policy, Capital Financing and Debt Management Policy, Investment Policy, and Economic Development and Incentive Policy/Position Statement. After discussion, Tonya Long moved, seconded by Barbara Boucher, to approve the Fund Balance Policy as written. On roll call vote, the motion passed unanimously. Revisions to the other policies were discussed, and action will be postponed until the next meeting.

Operational Policy Revisions: A work session will be scheduled to discuss revisions.

**New Business**

There was no new business.

**Director’s Report**

Staff changes include: Stephen Erichsen, Technology and Facilities Coordinator has given notice. He will stay on part-time until the position is filled. All new Youth Services/Teen Specialist positions, with the exception of Archie Branch, have been filled. Open positions include: NRC 30-hour Library Assistant, NRC 12-hour Library Assistant, NRC Substitute, Harrisonville 40-hour Library Assistant, Harrisonville Substitute, Archie Youth Specialist, Genealogy Branch Manager.  
Assistant Director first round interviews have been completed with three candidates scheduled for in-person interviews.

Director Brower unveiled the logo for the 75<sup>th</sup> anniversary of the library system.

Director Brower proposed a staff in-service day to be held Monday, April 11, 2022. All locations will be closed. The board had no objections.

### **Branch Activity Reports**

Director Brower presented two versions of the Circulation Report for the board's consideration.

### **Trustees' Comments**

Barbara Boucher and Mary Dobson commented on the role of the American Library Association as a resource for CCPL policies.

### **Recess to Executive Session**

At 7:10 pm, Becky Klein moved, seconded by Barbara Boucher, to recess to executive session under Missouri Revised Statute 610.021.2 to discuss real estate issues and Missouri Revised Statute 610.021.12 to discuss bids. On roll call vote, the motion passed unanimously.

At 8:17 pm, Barbara Boucher moved, seconded by Tonya Long, that the closed executive session end and regular session resume. On roll call vote, the motion passed unanimously.

### **Actions from Executive Session**

Roger Toomey moved, seconded by Barbara Boucher, to accept the bid submitted by Mission Mobile Bookmobiles for a new bookmobile. On roll call vote, the motion passed unanimously.

Barbara Boucher moved, seconded by Roger Toomey, to accept the bid submitted by DSWA CPA's, P.C. to provide CCPL audits for 2021, 2022, and 2023. On roll call vote, the motion passed unanimously.

### **Adjournment**

It was moved that the meeting adjourn. This was seconded and passed unanimously at 8:18pm.

The next regular scheduled meeting will be held Wednesday, March 16, 2022 at 4:45pm.

Approved by the Board on \_\_\_\_\_, 2022

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Library Director

MINUTES  
Cass County Public Library  
Board of Trustees  
Executive Session – Real Estate & Bids  
CCIC – Pearson Hall  
February 16, 2022

Draft

CALL TO ORDER: 7:10 p.m.

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CCPL Staff present: Dan Brower, Deb Bova

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It was moved by Barbara Boucher and seconded by Tonya Long to approve the 1/19/22 Special Meeting Executive Session minutes. On roll call vote, the motion passed. Klein abstained (no copy of minutes due to video attendance).

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Secretary

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Library Director