

MINUTES
Cass County Public Library Board of Trustees
Regular Board Meeting
CCIC – Pearson Hall
January 25, 2023 @ 4:45pm

Call to Order: 4:45pm

Trustees present: Becky Klein, Tonya Long, April Nourse, Roger Toomey, Jessica Levsen
CCPL Staff present: Dan Brower, Robin Hudson, Lori Schneider

Pledge of Allegiance

Approval of Agenda

April Nourse moved, seconded by Jessica Levsen, to approve the agenda as presented.
The motion passed by majority vote.

Consent Agenda

Becky Klein moved, seconded by Tonya Long, to approve the consent agenda, including the regular meeting minutes from December 21, 2022, and the financial reports for December. The motion passed by majority vote.

Public Comments

The Board heard from Connie Poisal, Jenny Spena, Joe McGhee, and John Webb.

Unfinished Business

The Board discussed the revisions to the Succession Planning Personnel Policy.

Becky Klein moved, seconded by Jessica Levsen, to approve the Personnel Policies “a. through z. and aa. through dd.” as presented and revised. Policies included were: Meals and Breaks, Visitors, Phone Use, Social Media, Dress, Equipment Use, Personal Gifts, Disciplinary Procedures, Performance Evaluations, Dismissal, Resignation, Retirement, Layoff and Recall, Recognition Awards, Political Activity of Employees, Solicitation and Distribution, Whistleblower Protection, Compliance and Confidentiality, Library Premises, Requests for Employment Information, Employment Medical or Drug Screen, Crime Victim Protection, Health Insurance Portability and Accountability Act (HIPAA), Confidentiality of Genetic Information, Compliance with Applicable Law on Safe Workplaces, Vehicle Operation, Alcohol and Drug Testing for Drivers, Drug-Free Workplace, Tuition Reimbursement, and Succession Planning. The motion passed by majority vote.

Jessica Levsen moved, seconded by Becky Klein, to remove Personnel Policies “a. through c.” Policies included were: Childbirth Leave, Interpersonal Relations, and Staff In-Service Days. The motion passed by majority vote.

Becky Klein moved, seconded by Tonya Long, to remove Operations Policies “a. through c.” Policies included were: Solicitation, Staff Materials Borrowing, and Volunteers. The motion passed by majority vote.

New Business

Michael Short, from Stifel, gave a presentation about Capital Financing. Discussion followed.

Director Brower presented the 2019-2022 Strategic Plan Final Report. Discussion followed.

Director's Report

Staff changes include: Eric Clay, hired as 20-hour Bookmobile Driver, Katlyn Walsh, hired as Genealogy Substitute, and Peyton Guess, hired as Harrisonville 20-hour Library Assistant. Open positions include: 2 FT Catalog Specialists in Technical Services.

Branch Activity Reports

Director Brower briefly explained 2022 Year-End Circulation Stats Report, shared updates on the Pleasant Hill project, and informed the Board about the Doniphan Leadership Institute. Each Board member also received a copy of the Missouri Public Library Standards, recently updated by the State Library.

Trustees' Comments

Becky Klein gave an update on the CCPL Foundation.

April Nourse inquired about the Amazon Smile charity program, currently being utilized by the Foundation, due to Amazon ending the program in February.

Tonya Long inquired about building maintenance issues and Harrisonville and NRC, and Director Brower gave information about progress and estimated timelines.

Recess to Executive Session

At 5:58pm, Becky Klein moved, seconded by Roger Toomey, to recess to executive session under Missouri Revised Statute 610.021.2 to discuss real estate issues and Missouri Revised Statute 610.021.3 to discuss personnel issues. On roll call vote, the motion passed unanimously.

At 8:05pm, Jessica Levensen moved, seconded by Roger Toomey, that the closed executive session end and regular session resume. On roll call vote, the motion passed unanimously.

Actions from Executive Session

Becky Klein moved, seconded by April Nourse, to approve Executive Session Real Estate Minutes from 12/21/22 and Executive Session Personnel Minutes from 12/21/22. On roll call vote, the motion passed unanimously.

Adjournment

It was moved that the meeting adjourn. This was seconded and passed by majority vote at 8:05pm.

The next regular scheduled meeting will be held Wednesday, February 15, 2023 at 4:45pm.

Approved by the Board on _____, 2023

Secretary

Library Director

MINUTES
Cass County Public Library
Board of Trustees
Executive Session – Real Estate
CCIC – Pearson Hall
January 25, 2023

CALL TO ORDER: 5:58 p.m.

Trustees present: Becky Klein, Roger Toomey, Tonya Long, April Nourse, Jessica Levsen

CCPL Staff present: Dan Brower, Robin Hudson, Lori Schneider

At 5:58pm, Becky Klein moved, seconded by Roger Toomey, to recess to executive session under Missouri Revised Statute 610.021.2 to discuss real estate issues and Missouri Revised Statute 610.021.3 to discuss personnel issues. On roll call vote, the motion passed unanimously.

Becky Klein moved, seconded by April Nourse, to approve Executive Session Real Estate Minutes from 12/21/22 and Executive Session Personnel Minutes from 12/21/22. On roll call vote, the motion passed unanimously.

Roger Toomey moved, seconded by Becky Klein, to authorize Director Dan Brower to negotiate \$60,000 - \$80,000 to purchase the Pearl Street lot. After discussion, the motion was withdrawn.

Jessica Levsen moved, seconded by April Nourse, to authorize Director Dan Brower to negotiate \$60,000 up to \$70,000 to Mr. Foster for the purchase of the Pearl Street lot. On roll call vote, the motion passed unanimously.

At 8:05pm, Jessica Levsen moved, seconded by Roger Toomey, that the closed executive session end and regular session resume. On roll call vote, the motion passed unanimously.

Approved by the Board on _____, 2023.

Secretary

Library Director

MINUTES
Cass County Public Library
Board of Trustees
Executive Session – Personnel
CCIC – Pearson Hall
January 25, 2023

CALL TO ORDER: 5:58 p.m.

Trustees present: Becky Klein, Roger Toomey, Tonya Long, April Nourse, Jessica Levsen

At 5:58pm, Becky Klein moved, seconded by Roger Toomey, to recess to executive session under Missouri Revised Statute 610.021.2 to discuss real estate issues and Missouri Revised Statute 610.021.3 to discuss personnel issues. On roll call vote, the motion passed unanimously.

No official action was taken.

At 8:05pm, Jessica Levsen moved, seconded by Roger Toomey, that the closed executive session end and regular session resume. On roll call vote, the motion passed unanimously.

Approved by the Board on _____, 2023.

Secretary

Library Director