

MISSOURI RIVER REGIONAL LIBRARY

Board Meeting

213 Adams Street, Grimshaw Room

February 21, 2023

MINUTES OF THE MEETING

The regular Board of Trustees meeting was called to order at 6:00 p.m. by President Stacy Fick.

1. ROLL CALL OF MEMBERS

Members present: President Stacy Fick, Treasurer John Gulick, Secretary Anne Rottmann, and members: Jeff Briggs, Ithaca Bryant, Kay Kasiske, Peggy Mulvania, Steve Nelson and Anita Randolph

Members absent: Kaye Bertels, Rheannon Jahnsen, Bob Priddy and Anne Steele

Also present: Claudia Young, Library Director; Natalie Newville, Assistant Director of Marketing and Development; Angie Bayne, Assistant Director of Public Services; Diane Clingman, Human Resources Manager; Debra Winter, Business Manager/Accountant; and Robin Coffman, Administrative Assistant

2. PUBLIC COMMENT

None

3. APPROVAL OF MINUTES

Kay Kasiske made a motion, seconded by Jeff Briggs, to approve the minutes from the January 17, 2023, meeting. Motion passed.

4. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES (ATTACHMENTS A & B)

John Gulick and Debra Winter, Accountant, reviewed the monthly financial report (Attachments A & B) with the Board. Debra reported that library funds have been invested in Treasury Bills. John Gulick made a motion, seconded by Steve Nelson, to approve the Treasurer's Report and Monthly Expenditures. Motion passed.

5. LIBRARY DIRECTOR'S REPORT-CLAUDIA YOUNG (ATTACHMENT C)

Claudia Young, Library Director, reported that staff evaluations are completed in January, annually. She also reported that she and Natalie continue to meet with OrangeBoy, Inc., to track progress related to the strategies undertaken toward a successful ballot campaign. Claudia indicated that she and an expanded group of library staff have been working with Dake Wells Architecture on a new design as plans have changed from two years ago.

(More information is provided under the Expansion Planning under Unfinished Business.)

Claudia also reported that the library staff have been working with Huber & Associates on successfully implementing Multi-Factor Authentication (MFA) to bolster data security. MFA is a layered defense system that makes it more difficult for an unauthorized individual to access data and applications; thereby, decreasing the possibility of a cyber attack. Without implementing MFA, cybersecurity insurance would cost an additional \$12,000. Huber & Associates continue to hold monthly meetings with library staff and will report to the MRRL Board sometime in the near future.

In January, Claudia explained that staff are recognized for their years of service with a breakfast celebration, certificates and gift cards.

Claudia reported that she and Natalie attended Literacy Advocacy Day at the State Capitol and met with local legislators. Wording from the proposed administrative rule concerning library certification requirements for the protection of children from non-age appropriate materials has now been inserted into House Bill 1159.

6. COMMITTEE REPORTS

A. Capital Facilities Committee (Anita Randolph) No Report

B. Executive Committee (Stacy Fick) No Report

C. Finance Committee (John Gulick) No Report

D. Foundation Liaison (Kaye Bertels)

Natalie Newville reminded the Board that the Foundation hosted the Osage Branch mini-golf event last Saturday, February 18, and will host mini-golf at the main library on Saturday, February 25.

E. Marketing/Communications Committee (Jeff Briggs)

Jeff Briggs, Chair, reported that the committee met just prior to the regular Board meeting. The committee discussed how staff are progressing regarding the strategies identified in the “near term” (4 to 7 months) for a successful campaign from the Campaign Playbook which OrangeBoy, Inc., shared with the entire Board last August. The focus is on identified voter groups and the messaging (wording and methods of sharing such as website, videos, social media, email blasts and flyers) needed to ensure a successful informational ballot campaign. Natalie also updated the committee regarding outreach efforts to provide library services to patrons in Wardsville and Taos. The committee is scheduled to meet again on April 18, 2023.

F. Planning Committee (Ithaca Bryant)

Library Director Claudia Young reported that, currently, this year's focus must be on the informational ballot campaign and that the Planning Committee may wish to delay meeting until the outcome of the August election is known.

G. Bylaws Committee (Stacy Fick) No Report

7. UNFINISHED BUSINESS

A. Expansion Planning Update

Claudia reported that she and staff have had three meetings with representatives of Dake Wells Architecture in assisting in the development of a new schematic design. Staff conveyed to Dake Wells the need for increasing the building's square footage with a third floor. The schematic drawings shared with the Board differ from the design that was provided back in April 2021. Library staff are pleased that the architects listened to our priorities and incorporated these in the reformatted design. This includes:

- A design that includes a third floor
- A schematic design that is more affordable and cost effective, due to rising construction costs
- Entrances to the building on both High Street and Adams Street
- Outdoor space that can be easily managed and accessed
- The reading garden location kept on the roof of the garage

In general, and this is not all inclusive, the basement design includes general storage, book sorting, Outreach, Access/Tech Services, and a breakroom. The first floor will include the MRRL Store, new collections in the lobby, one desk, a seminar room, and Administration offices. The second floor will include an Innovation laboratory, technology center/ computer lab, a recording room, and community rooms with access to the new outdoor space. The third floor will house Youth Services and will allow division between the Children's and Teen areas with activity space. One circulation area will handle all of Youth Services. There will be new elevators and bathrooms at the same location on each floor. The stairways encompass an open concept and will utilize the natural sunlight.

B. Capital Campaign Update

Library staff and the Capital Campaign Committee chair are still awaiting a determination by the Central Bank regarding the request for a contribution.

C. Introduction of and Presentation by Financial Advisor

Adam Pope, Managing Director of Columbia Capital Municipal Advisors, discussed different financial scenarios with the Board. He explained the need to review projected operating costs, capital investment and financing. He reviewed historical data related to the library's assessed valuation. He stressed that the tax levy rate must be considered to ensure repayment of the building investment – principal, interest and the annual debt service amount. The Board will revisit this again at its March meeting.

8. NEW BUSINESS

None

9. ADJOURNMENT

The meeting adjourned at 7:44 p.m.

Meeting minutes approved March 21, 2023.