

**MISSOURI RIVER REGIONAL LIBRARY**

Board Meeting

213 Adams Street, Grimshaw Room

June 20, 2023

**MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 6:04 p.m. by Vice President Kaye Bertels.

**1. ROLL CALL OF MEMBERS**

Members present: Vice President Kaye Bertels, Treasurer John Gulick, Secretary Anne Rottmann and members: Kay Kasiske, Steve Nelson, and Bob Priddy

Members absent: Jeff Briggs, Ithaca Bryant, Stacy Fick, Anita Randolph and Anne Steele

Also present: Claudia Young, Library Director; Natalie Newville, Assistant Director of Marketing and Development; Angie Bayne, Assistant Director of Public Services; 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 John Gulick, to approve the minutes from the May 16, 2023, meeting. Motion carried.

**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 the CD through Mid-America Bank has been renewed with an interest rate of 4.2%. The library has also received revenue generated from the state's Athletes and Entertainers Tax, State Aid for Cole and Osage Counties, and State Aid Equalization funds for Osage County. John Gulick made a motion, seconded by Bob Priddy, to approve the Treasurer's Report and Monthly Expenditures. Motion carried.

Vice President Bertels noted that agenda item 8A, Information Technology Update, includes a presentation by representatives of Huber & Associates. In consideration of their time, the Board agreed to take up this item prior to agenda item 5, Library Director's Report. *(Please see notes under 8A.)*

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

Claudia Young, Library Director, indicated that she will keep her report brief due to other agenda item presentations. Claudia reported that Civic Progress contributed \$5,000 toward the levy campaign information dissemination. She and Natalie continue to present to various

organizations related to the levy campaign. Presentations will continue through the months of June and July. Claudia also alluded to the library's compliance to the Secretary of State's rule. *(Please see notes under 8C.)*

## **6. COMMITTEE REPORTS**

**A. Capital Facilities Committee** (Anita Randolph) No Report

**B. Executive Committee** (Stacy Fick) No Report

**C. Finance Committee** (John Gulick)

John Gulick reported that the Finance Committee met immediately prior to the MRRL Board meeting. The committee received a report from Ms. Bobbie Redman-Murray of Evers & Company, CPAs, regarding the library's 2022 Annual Audit. No significant findings were identified that need to be addressed and the audit process went smoothly. It was also reported that the Osage County Library District has repaid all borrowed funds related to the purchase and renovation of its current facility; and, currently, has about \$140,000 in reserves. It was also noted that the library did complete the development of its Accounting Manual, which had been cited previously.

**D. Foundation Liaison** (Kaye Bertels)

Kaye Bertels reported that the Foundation will be considering fundraising events for later this summer and fall. Currently, the Foundation has approximately \$154,162 in its Capital Campaign Money Market account; the Friends of MRRL have about \$4,217 in its bank account; and the Friends of Osage have about \$18,000 in its bank account.

**E. Marketing/Communications Committee** (Jeff Briggs)

Natalie Newville provided a report. *(Please see notes under item 7A as these reports overlap.)*

**F. Planning Committee** (Ithaca Bryant) No Report

**G. Bylaws Committee** (Stacy Fick) No Report

## **7. UNFINISHED BUSINESS**

**A. Levy Campaign Update**

Natalie reported that the library is pushing out weekly email blasts. The postcard campaign is also ramping up. The FAQ is updated weekly on the library's Facebook page. Yard signs are now available and can be seen throughout Jefferson City. Flyers are available and handed out at the library and at presentations. Downtown businesses have assisted by placing signs in their windows. Other mechanisms being utilized for disseminating information include social media posts, radio ads with library stories, newspaper ads (coming in July), videos, and strategic letters to the editor in the local newspaper. Natalie and Claudia are continuing their presentations with 33 scheduled overall. People are very engaged during the presentations with lots of Q & A.

## **8. NEW BUSINESS**

**A. Information Technology Update**

Representatives from Huber & Associates, Kayla Wilbers, Account Manager, and Jason Walters, Technical Account Manager, presented to the Board regarding services being performed by their company. They explained that

Huber & Associates can be considered the library's outsourced full-service IT department which includes networking, cybersecurity, help desk, etc., really every aspect of information technology at the library.

**B. 2022 Audit**

John Gulick made a motion, seconded by Bob Priddy, to accept the 2022 Audit, as presented. Motion carried.

**C. Library Certification Requirement for the Protection of Minors Update**

Angie Bayne discussed the implementation of and compliance with the Secretary of State's rule, 15 CSR 30-200.015 *Library Certification Requirement for the Protection of Minors*. She reported that the implementation of this rule impacted three existing policies' procedures, and revisions are highlighted in yellow in the Board's packet, Attachment D. One new policy – Library Displays & Programs Policy – is being brought to the Board for its consideration to complete MRRL's compliance with this newly enacted rule. John Gulick made a motion, seconded by Anne Rottmann, to approve the Library Displays & Programs Policy, as presented. Motion carried. It was also reported that families who hold accounts with minors will receive email messages about the changes to policies and procedures.

**D. JC History Project**

Claudia Young reported that Stacy Fick requested a letter of support from the MRRL Board and library for this project's grant application. The JC History Project is a collaborative teaching/learning experience within the Jefferson City School District and community with a strong emphasis on reading. The purpose of this project is to create a history and civic curriculum resource for the elementary students in the school district. Anne Rottmann made a motion, seconded by John Gulick, to provide a letter of support. Motion carried. Bob Priddy agreed to write the letter on behalf of the Board.

**E. Closed Session**

John Gulick made a motion, seconded by Anne Rotmann, to go into closed session pursuant to RSMo 610.021 (1) legal actions, or litigation involving a public governmental body; RSMo 610.021 (2) leasing, purchase or sale of real estate by a public body; and RSMo 610.021 (3) hiring, firing, disciplining or promoting of particular employees by a public governmental body; as stipulated on the agenda.

Roll Call Vote:

John Gulick - Yes  
Kay Kasiske - Yes  
Steve Nelson - Yes  
Bob Priddy - Yes  
Anne Rottmann - Yes  
Kaye Bertels - Yes

John Gulick made a motion, seconded by Anne Rottmann, to return to open session.

Roll Call Vote:

John Gulick - Yes

Kay Kasiske - Yes  
Steve Nelson - Yes  
Bob Priddy - Yes  
Anne Rottmann - Yes  
Kaye Bertels - Yes

The Board returned to open session.

**9. ADJOURNMENT**

The meeting adjourned at 7:40 p.m.

**Minutes approved July 18, 2023.**