

**Missouri River Regional Library  
Board Meeting  
River Region Community Center 501 Broadway  
March 17, 2020  
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 6:00 P.M. by Kay Kasiske, President. Diane Clingman, Business Office/HR Coordinator, was present to take the minutes.

**1. ROLL CALL OF MEMBERS**

Members present: President, Kay Kasiske; Vice President, Anita Randolph; Member, Chuck Lahmeyer; Member, Debbie Rowles; Member, Jeff Briggs; Member, Vicki Ford; and Member, Ithaca Bryant.

Members absent: Member, Ruth Canada; Member, Stu Murphy; Member, Valerie Weber; Member, Sabra Paulsmeyer; Member, Kaye Bertels; Member, Bonnie Baker; and Member, Peggy Mulvania.

Also present were: Director, Claudia Cook; Assistant Director, Betty Hagenhoff; Marketing Manager, Natalie Newville; and Business Office/HR Coordinator, Diane Clingman.

**2. PUBLIC COMMENT**

None

**3. APPROVAL OF MINUTES**

Vicki Ford made a motion to amend the minutes under New Business to update the paragraph to read as present tense. Sentence four "We need to let the public know what the library is unable to do with limited funds." Jeff seconded. The motion passed.

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

Betty Hagenhoff reviewed the Treasurer's Report, Attachment A & B with the Board. Debbie Rowles made a motion to approve the Treasurer's Report and Monthly Expenditures. Chuck seconded. The motion passed.

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

Claudia highlighted a few items from her report, see attached. We had good attendance at four of the six meetings with John Chrastka. There was to be a conference call with John and library Administration on March 17th. This call had to be postponed due to COVID-19 discussions. The Osage County Branch has been moved into the new location. The move went very well due to planning and staff's hard work.. The Public

Library Conference (PLA) was held in Nashville, TN. this month. The conference was attended by Angie Bayne and Lisa Sanning. These two Librarians will be our upcoming Board spotlights.

## **6. COMMITTEE REPORTS**

- A. Capital Facilities Committee (Anita Randolph)- No Report
- B. Executive Committee (Kay Kasiske)- No Report
- C. Finance/Fund Raising Committee (Betty Hagenhoff)-No Report
- D. Foundation Liaison (Debbie Rowles)

Debbie reports a Foundation Meeting was held on March 12. The Osage Branch move was discussed, and the upcoming MRRL/ABLE Book Sale. Two new members were welcomed to the meeting Sharon Lehmen and Kevin Wisch. Thank you notes will be sent to the Mini Golf sponsors. Mini Golf pledges are at \$6,891.00, which is down a little from 2019.

- E. Marketing/Communications Committee (Jeff Briggs)  
Jeff reports a Marketing/Communications meeting was held. The committee discussed John Chrastka's visit. The committee will continue to focus on active card users and new card users to keep them engaged.
- F. Planning committee (Stu Murphy)-No Report

## **7. UNFINISHED BUSINESS**

- A. Osage Renovation updates and move.  
Betty reports the Osage move went well. She has met with the contractor for a few minor adjustments to be done. The storage unit which holds some shelving and furniture will be cleaned out. Some items will go to the Osage facility and some will be stored elsewhere to eliminate the need for the current storage unit.
- B. Remote locker update.  
Claudia reports she missed the State Library grant deadline of March 2 due to Claudia having it on her calendar to be due on March 3rd. She confused the date and apologized to the board for her mix-up. There are other opportunities for grants available. Claudia will be reviewing other lockers for pricing and possibly exploring other options available in place of the lockers, such as book dispensers.

## **8. NEW BUSINESS**

- A. Evers & Co. Audit Letter (Attachment D)  
The board reviews the letter received from Evers & Co. This letter outlines the services to be provided for the audit. See Attached.
- B. COVID-19 Planning  
The Board of Directors passed a motion during a Special Session meeting on March 16 to close MRRL beginning on March 18 until further notice. This decision will be reevaluated weekly. Staff will report to work at both locations on March 18th to prepare the Library closing indefinitely. All staff will be paid while

we are closed. During this time book drops will be closed and fines will be waived. The media is notified of the closing and of the digital services provided. Some staff are able to work from home at this time. Storytime and Rhymetime are to be posted on the web.

**9. ANNOUNCEMENTS**

None

**10. ADJOURNED AT 7:15 P.M.**

**APPROVED 4/21/2020**