

**MISSOURI RIVER REGIONAL LIBRARY**

Board Meeting

213 Adams Street, Grimshaw Room

November 15, 2022

**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, and members: Jeff Briggs, Ithaca Bryant, Kay Kasiske, Lisa Klebba, Peggy Mulvania, Steve Nelson, and Bob Priddy

Members absent: Kaye Bertels, Anita Randolph and Anne Rottmann

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 Coordinator; Debra Winter, Business Manager/Accountant; and Robin Coffman, Administrative Assistant

**2. PUBLIC COMMENT**

None

**3. APPROVAL OF MINUTES**

Bob Priddy made a motion, seconded by Jeff Briggs, to approve the minutes from the October 18, 2022 meeting. Motion passed.

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

Debra Winter reviewed the monthly financial report (Attachments A & B) with the Board. Kay Kasiske made a motion, seconded by Bob Priddy, 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 Day was held on October 10th, and thanked President Fick for bringing welcoming remarks to staff to kick-off the day. This was followed by Joe Kolburn's presentation on "Intellectual Freedom." It was a day full of learning opportunities.

Claudia reiterated that the library is the recipient of a \$75,000 ARPA grant with plans to purchase additional book lockers to be strategically placed in Cole County. Claudia is in the process of identifying business partners who will house the lockers.

She also reported that the library lost patron parking spaces when Cole County resurfaced and re-striped its parking lot. However, additional parking spaces in another lot were secured for staff parking and ten spots are, now, being provided for patrons with clear signage as to the use of the parking spaces.

Claudia, again, stated that she is considering having members of her leadership team attend upcoming sessions of the Citizens' Police Academy as she found the experiences worthwhile and informative.

Previously, Claudia noted that the Secretary of State's Office had posted a proposed rule and news release concerning library certification requirements for the protection of children from non-age appropriate materials. The proposed rule outlines areas of compliance, and also stipulates that libraries that do not comply, risk losing their state funding. Individuals, as well as associations, organizations, groups, etc., may submit comments regarding the proposed rule within the 30-day comment period beginning today, November 15, 2022.

Ithaca Bryant made a motion, seconded by Kay Kasiske, to have an official comment submitted on behalf of the Missouri River Regional Library (MRRL) Board of Trustees. Motion passed.

Bob Priddy made a motion, seconded by Steve Nelson, to express the MRRL Board's opposition to the proposed rule, and that Bob Priddy will draft a statement for the Board's consideration. Motion passed.

The following statement was reviewed, edited and approved by the MRRL Board via email correspondence.

*The Board of the Missouri River Regional Library expresses our opposition to the proposed rule, 15 CSR 30-200.015 Library Certification Requirement for the Protection of Minors, that may have a negative impact on the rights to read, to learn and to think. The Board fully supports our more than adequate policies (attached) that protect the interest of the broad constituency of our library.*

## 6. COMMITTEE REPORTS

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

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

It was announced that the Executive Committee will meet on January 17, 2023 at 5:00 p.m., immediately prior to MRRL's regular business meeting.

**C. Finance/Fundraising Committee** (John Gulick) No Report

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

Natalie Newville reported on Foundation activities. The annual appeal letters have been mailed out. The Foundation earned approximately \$1,000 from the cornhole tournament held at the end of September, and approximately \$1,200 from its trivia night fundraiser in October. The Foundation Board of Directors have agreed to host one fundraising activity per quarter of 2023.

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

Jeff Briggs reported that the Marketing/Communications Committee met on November 15, prior to the MRRL Board meeting. The committee discussed Capital Campaign actions, as well as communication and strategies outlined by OrangeBoy, Inc. It was announced that the next Marketing/ Communications Committee meeting is scheduled for February 21, 2023 at 5:00 p.m.

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

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

## 7. UNFINISHED BUSINESS

**A. Capital Campaign Update**

Claudia Young reported to the Board that she, Natalie Newville and Gabe Hulsey, Capital Campaign Chair, met with officials from the Central Bank. She indicated that she was pleased with their attention to detail and that they asked good, pertinent questions. Staff continue to provide information to follow-up questions from Central Bank officials.

**B. Expansion Planning**

Claudia reported that representatives of Dake Wells Architecture met with staff and toured the library on November 14. They reviewed all public and private space within the main facility in order to begin working on a schematic design related to needed upgrades and expansion. Another meeting with Dake Wells will be held in December. The schematic is to be completed by March 2023.

In addition, a financial summary sheet was handed out to Board members at the meeting. The summary provides how the proposed renovation will

impact the library's budget in the near term with bond repayment. The summary provided narrative under the headings: *Capital Investment, Operating Costs and Financing*. The budget snapshot illustrates estimated annualized expenses and annualized revenue.

**C. Nominating Committee for 2023 Officers**

Kay Kasiske announced the following proposed slate of officers for the Missouri River Regional Library Board of Trustees for the 2023 calendar year:

President - Stacy Fick  
Vice President - Kaye Bertels  
Secretary - Anne Rottmann  
Treasurer - John Gulick

Election of officers will be held during the December meeting. Additional nominations from the floor can be made at that time.

**8. NEW BUSINESS**

**A. Financial Advisor**

It was reported that Claudia Young and Debra Winter, Business Manager/Accountant, interviewed two firms, Stifel Nicolaus and Columbia Capital, in relation to hiring a financial advisor for MRRL. Both firms can take on the work and do well. The fee structures vary for each firm. Staff must still reference check each company, as well as review both firms with Central Bank officials. Follow-up will be provided at the December meeting.

**B. Director Evaluation**

Included in the Board Packet for this meeting was a list of questions used for the library director's evaluation from previous years. The Board agreed to use the same questions. Human Resources (HR) will send a questionnaire out to library staff in early January. HR then compiles the responses and sends these results along with a questionnaire to Board members to collect their input into the director's evaluation. The entire process is completed by mid-January.

**9. ADJOURNMENT**

The meeting adjourned at 7:22 p.m.

**Minutes approved on December 20, 2022.**