

MISSOURI RIVER REGIONAL LIBRARY

Board Meeting

213 Adams Street, Grimshaw Room

December 20, 2022

MINUTES OF THE MEETING

The regular Board of Trustees meeting was called to order at 6:03 p.m. by Treasurer John Gulick..

1. ROLL CALL OF MEMBERS

Members present: Treasurer John Gulick, Secretary Anne Rottmann, and members: Jeff Briggs, Ithaca Bryant, Kay Kasiske, Peggy Mulvania, Bob Priddy and Anita Randolph

Members absent: Kaye Bertels, Stacy Fick, Lisa Klebba and Steve Nelson

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

Bob Priddy made a motion, seconded by Jeff Briggs, to approve the minutes from the November 15, 2022 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. Jeff Briggs made a motion, seconded by Anne Rottmann, to approve the Treasurer's Report and Monthly Expenditures. Motion passed.

Investment instruments related to the library's investments were discussed to ensure the greatest return is being earned. Consideration should be made related to the type of instrument and the length of time, while adhering to rules and policies for governmental agencies

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

Claudia Young, Library Director, reported the departure of two staff members, Bryan Dunlap, Access Services, and Jason Shelvy. She indicated that she will hold off on any other organizational and staff changes until after the ballot initiative. For the next year, January through December 2023, the library has contracted with Huber & Associates to provide information technology (IT) services for the library, and during this time, the library will not recruit a new IT person. The cost for Huber & Associates is covered within the existing budget.

She reiterated that the library lost patron parking spaces when Cole County resurfaced and re-striped its parking lot. However, additional parking spaces were secured and there are ten spots being provided for patrons with signage as to the use of the parking spaces. However, it is noted that patrons are still unsure as to which spaces to use. Information has been shared through various social media means along with posters and digital signage to help alleviate the confusion.

Claudia also reported that she and Angie Bayne, Assistant Director of Public Services, met with Secretary of State Jay Ashcroft to discuss the proposed rule concerning library certification requirements for the protection of children from non-age appropriate materials. Angie and Claudia found common ground with the Secretary of State while expressing their concerns with the proposed ruling.

Claudia indicated that the rededication of the Robert Wells' plaque and ribbon cutting was well attended, and that Board member Bob Priddy, spoke eloquently at the rededication. The Missouri River Regional Library sits on the site of the original Wells' dwelling and business.

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 reported that the Annual Campaign raised approximately \$15,000 and we are still anticipating more contributions. The mini-golf dates have been scheduled for both the main library and the Osage Branch.

E. Marketing/Communications Committee (Jeff Briggs) No Report

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 Gabe Hulsey, Chair of the Capital Campaign, has a meeting in early January with Ken Theroff of Central Bank to make the request for a significant contribution. A request to Diamond Pet Food will be made at a later date.

B. Expansion Planning Update

Claudia reported that representatives of Dake Wells Architecture met with library leadership and toured the library in November and December. The discussion included providing library administration two - three options. The schematic should be completed by the end of March or early April 2023. The Board has asked for progress updates to be provided to keep them abreast of the work. Discussion around potential state dollars available through the state's budget process focused on being prepared with appropriate information. The need to develop good working relationships with our legislators was emphasized. The Board requested talking points related to the library's facility needs, as well as legislator contact information.

C. Financial Advisor

Claudia Young and Debra Winter, Business Manager/Accountant, reported Columbia Capital Municipal Advisors have been chosen to provide services to the library as its financial advisor related to the tax levy ballot initiative. They will also assist with the bond underwriting.

D. Director Evaluation

Diane Clingman, HR, reminded the Board that she 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 will be completed so the Executive Committee has needed information prior to its meeting on January 17.

E. Election of 2023 Officers

Kay Kasiske made the motion, seconded by Bob Priddy, to accept the 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

No additional nominations from the floor were made. Motion approved.

8. NEW BUSINESS

None

9. ADJOURNMENT

The meeting adjourned at 7:15 p.m.

Minutes approved January 17, 2023.