

**MISSOURI RIVER REGIONAL LIBRARY  
BOARD MEETING  
Annex Conference Room, 209 Adams Street  
August 18, 2015  
MINUTES OF THE MEETING**

*The regular Board of Trustees meeting was called to order at 7:03 pm by Vicki Ford, Vice-President. Judy Speidel, Administrative Assistant, was present to take the minutes.*

**1. ROLL CALL OF MEMBERS**

Members present: Vicki Ford, Vice-President; Jane Dolan, Secretary; Jenny Jacobs, Treasurer; Marge Kudrna, Member; Stu Murphy, Member; Adam Veile, Member; Donna White, Member; Kathy Penfold, Member; and Kay Kasiske, Member. Also present were: Claudia Schoonover, Library Director; Betty Hagenhoff, Assistant Director; Elizabeth Beach, Human Resource Director; Jason Shelvy, IT Manager; and Brittany Ruess, News Tribune Reporter.

**2. PUBLIC COMMENT**

There was no public comment.

**3. APPROVAL OF MINUTES**

Stu Murphy made a motion to approve the July 21, 2015 minutes. Kathy Penfold seconded. The motion passed.

**4. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES**

Betty Hagenhoff reviewed the Treasurer's Report with the Board.

Kay Kasiske moved that the Treasurer's Report and the Monthly Expenditures be accepted as submitted and filed for audit. Donna White seconded. The motion passed.

**6. LIBRARY SPOTLIGHT – JASON SHELVEY, IT MANAGER**

Jason gave a presentation to board members on the updated MRRL website.

**7. LIBRARY DIRECTOR'S REPORT – CLAUDIA SCHOONOVER**

Claudia summarized the items contained in her report. Items of interest include:

- Claudia reported meeting with John Klebba of Linn State Bank on July 1 and July 31 regarding the sale of the building in Linn where the Osage County Library is currently renting. Betty and Jenny Jacobs proved helpful to the Capital Facilities Committee and the Osage County Board Members by presenting a spreadsheet of current expenses versus projected expenses. This information was discussed with John Klebba with a request to allow the library some time to gather needed information and he allowed the library 6-8 weeks to organize a building inspection and continue our discussions. Betty contacted Clark Enersen who in turn toured the building on August 11 but no information has been received from them as of this date.

- Claudia requested managers to turn in their budget requests for each of their departments in July and will discuss that in detail with the Board next month.
- Claudia reported speaking at a large Rotary group on July 15 in which she received positive feedback regarding the library. She also reported the library participated in the Splash Park Ice Cream Fundraiser and the Art Stroll downtown.
- Claudia reported the Cultural Concerts are returning to the Capitol lawn with concerts occurring on August 14, August 28, and September 11.

## **8. COMMITTEE REPORTS**

### **A. Capital Facilities Committee**

Betty reported Clark Enerson is working on the plans and specs for the chiller and cooling tower. Andy of Clark Enerson will be at the library next week and the bids should go out the middle of September.

### **B. Executive Committee**

No Report.

### **C. Finance Committee**

No Report.

### **D. Foundation**

Claudia Schoonover reported the Foundation did meet on August 13. She also indicated Mark Wegman is planning a Readers Theatre event for October 2 and October 3 with a scary theme to the event. The event will be held in the main library this year.

### **E. Planning Committee**

Stu Murphy reported the current strategic plan runs through 2016 and proposed the committee to meet to begin the process of planning a new strategic plan.

## **9. UNFINISHED BUSINESS**

## **10. NEW BUSINESS**

### **A. Draft Budget**

Betty presented the board with a draft budget which will be used to establish the tax levies. This budget is subject to change and will be addressed with the Finance Committee prior to the next MRRL Board Meeting. Any comments should be addressed to Jenny Jacobs, Betty, or any finance committee member. Budget will need to be approved by October.

### **B. Conflict of Interest Ordinance Approval**

Marge Kudrna made a motion to approve the Conflict of Interest form. Stu Murphy seconded the motion. The motion passed.

**11. ANNOUNCEMENTS**

Jenny requested any volunteer work that the Leadership Jefferson City group could do for the library. Betty recommended contacting her to help with the MRRL book sale in March and to contact Friends of Osage County to help with the Osage County book sale.

**12. ADJOURNMENT**

Vicki Ford adjourned the meeting at 7:55 pm. Minutes of the meeting were submitted by Judy Speidel.

**APPROVED 9-15-2015**