

**MISSOURI RIVER REGIONAL LIBRARY  
BOARD MEETING  
Annex Conference Room, 209 Adams Street  
August 21, 2018  
MINUTES OF THE MEETING**

*The regular Board of Trustees meeting was called to order at 6:00 pm by Jeff Briggs, President. Betty Hagenhoff, Assistant Director, was present to take the minutes.*

**1. ROLL CALL OF MEMBERS**

Members present: Jeff Briggs, President; Kay Kasiske, Vice-President; Vicki Ford, Secretary; Ruth Canada-Painter, Treasurer; Stu Murphy, Member; Debbie Rowles, Member; Valerie Weber, Member; Ithaca Bryant, Member; Kaye Bertels, Member; Anita Randolph, Member; Bonnie Baker, Member; and Peggy Mulvania, Member. Members absent: Megan Eldridge. Also present were: Claudia Cook, Library Director; Betty Hagenhoff, Assistant Director; Natalie Newville, Marketing Manager; Lisa Otto, Human Resources Officer; and Kathlene Woodruff, MRRL Foundation President.

**2. PUBLIC COMMENT**

**3. MRRL FOUNDATION UPDATE**

Kathlene Woodruff, Missouri River Regional Library Foundation President, gave an update on the Foundation's activities in the past year. She distributed the Missouri River Regional Library Foundation – Annual Report 2018 and the Chart of Foundation Annual Balances, Net Income & Gift to MRRL for Five Years--2013-2017. Kathlene explained the mission of the Foundation and talked about several of the fundraisers they held and grants they received. The Foundation raised approximately \$22,000 and donated \$13,560 to the Library in 2017. The Foundation currently has 6 directors but can have as many as 20. They are actively seeking additional directors.

Kathlene then reported that some of the Foundation goals for 2019 are to find a sponsor to fund some of the bookmobile expenses, and to host an event that raises at least \$20,000.

Jeff Briggs asked if the Foundation had a brochure that Library Board members could use to help in recruiting new Foundation Directors. Kathlene noted that they did have one and Claudia said that she would e-mail it to the Library Board

**4. APPROVAL OF MINUTES**

Several changes to the minutes were recommended: Item 4; 1<sup>st</sup> paragraph, add Kay Bertels to list of those who toured the Deutches Heim property, 6<sup>th</sup> paragraph, 2<sup>nd</sup> sentence, add Board behind Osage County; Item 7, 5<sup>th</sup> paragraph, 1<sup>st</sup> sentence change to Natalie reported database searches were down 88% but sessions were up 80%; Item 8E, last bullet, last sentence, change addressed to address; Item 10, second paragraph, delete to from behind the word added. Anita Randolph made a motion to approve the minutes of the July 17, 2018 meeting as amended. Ithaca Bryant seconded. The motion passed.

**5. TREASURER’S REPORT AND APPROVAL OF MONTHLY EXPENDITURES**

Ruth Canada-Painter reviewed the Treasurer’s Report, attachments A and B with the Board.

Stu Murphy moved that the Treasurer’s Report and the Monthly Expenditures be approved. Valerie Weber seconded. The motion passed.

**6. LIBRARY DIRECTOR’S REPORT – CLAUDIA COOK**

Claudia Cook reviewed her report. A discussion about changes in statistics from 2017 to 2018 followed.

**7. COMMITTEE REPORTS**

**A. Ad Hoc Bylaws Committee**

No report

**B. Capital Facilities Committee**

They did meet. They will report on their discussions under Old and New Business.

**C. Executive Committee**

No Report

**D. Finance/Fund Raising Committee**

No Report.

**E. Foundation**

Debbie Rowles reported the Foundation did meet in August. The highlights of the meeting were:

- The Foundation is working on the Reader’s Theater program scheduled for October 5 and 6, 2018. They are also gearing up for the Annual Campaign. If anyone knows of names to add to the mailing list for that campaign, please pass them along to staff or foundation members.
- Debbie also reported the bank balances for the Foundation and Friends.

**F. Marketing/Communications Committee**

Jeff Briggs reported the committee did meet the previous evening. Ashley and Natalie are working on updating the Strategic Plan with various statistics that have been gathered since the plan was adopted.

**G. Planning Committee**

Stu reported that the Planning Committee met on August 7, 2018. They reviewed progress on the strategic plan. He also noted that included in the board packet was a document titled “Strategic Plan Highlights: A year in review”. The document reviews the library’s progress towards the goals laid out in the plan. Claudia noted that the plan is a working document that staff uses.

## **8. UNFINISHED BUSINESS**

### **A. Annex Building Lease**

The new lease for the annex has been signed by the library and the landlord.

### **B. Osage County Library Facility**

The contract for purchase has been given to Dan Hostetler for his review. Library staff will meet him on site to determine property boundary lines. Tentative closing date is January 2, 2019. Claudia advised that she will send a copy of the Unterrified Democrat newspaper article to all board members.

## **9. NEW BUSINESS**

### **A. Draft Budget**

Distributed for review only.

### **B. Human Resource Policy Approval (Attachment D)**

Lisa Otto reviewed all four proposed policies with the board. Recommendations were made to change the Worker's Compensation Policy to read as follows; Any worker injured in the course and scope of employment will receive timely access to all the benefits as prescribed by workers' compensation laws. It was also recommended to change the word insure to ensure in the second sentence of the Diversity/Equal Employment Opportunity Policy.

Stu Murphy made a motion to accept all four Human Resource policies as amended. Valerie Weber seconded. The motion passed.

### **C. Public Policy Approval (Attachment E)**

An update to Attachment E was distributed. It replaced the Proposed Computer and Internet Use Policy on the original attachment.

It was recommended on all the policies to insert (The Library) behind Missouri River Regional Library at the beginning of each policy. Then "The Library" should be used throughout the rest of each policy when appropriate. There as a lot of discussion regarding the use of the term "enjoyable atmosphere" in the Patron Code of Conduct Policy. It was decided to table any action on that policy until the next meeting.

Anita Randolph made a motion to approve as amended all the Public Policies except the Patron Code of Conduct. Ithaca Bryant seconded. The motion passed

**D. Cole County Facility Options**

A chart titled Cole County Facility Options was distributed.

The chart reflected a list of items that patrons, staff and the board have indicated are important in order for the library to better serve the community. It also listed three different service models that might meet those needs. A long discussion followed regarding what those service models might look like regarding locations, existing buildings, new buildings, number of locations, etc. Board members were asked to research other libraries, what other items should be considered when choosing a service model, how we can better serve all the patrons in our service area, etc. They were asked to then share their thoughts and ideas with the Capital Facilities committee.

**10. ANNOUNCEMENTS**

Next Cultural Concert is Friday, September 7<sup>th</sup> featuring Bach to The Future.

**11. ADJOURNMENT**

The meeting was adjourned by Jeff Briggs at 8:20 pm. Minutes of the meeting were submitted by Betty Hagenhoff.

**APPROVED 9/18/2018**