

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Annex Conference Room, 209 Adams Street
July 18, 2017
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 6:04 pm by Stu Murphy, President. Judy Speidel, Administrative Assistant, was present to take the minutes.

1. ROLL CALL OF MEMBERS

Members present: Stu Murphy, President; Vicki Ford, Vice-President; Katrinka Goldberg, Treasurer; Marge Kudrna, Member; Valerie Weber, Member; Ithaca Bryant, Member; Kay Kasiske, Member; Jeff Briggs, Member; and Kaye Bertels, Member. Also present were: Claudia Schoonover, Library Director; Betty Hagenhoff, Assistant Director; Natalie Newville, Marketing Coordinator; and Kit Freudenberg, Consultant.

2. PUBLIC COMMENT

There was no public comment.

3. APPROVAL OF MINUTES

Claudia reported the following changes to the June 20 minutes: change the word “exceeded” to “maxed” in the second sentence of the second paragraph under her report; and to change the word “Collection” to “Circulation” in the second sentence of the third paragraph under her report.

Vicki Ford made a motion to approve the minutes of the June 20, 2017 meeting, as amended. Marge Kudrna seconded. The motion passed.

4. HOOPLA SPOTLIGHT – CLAUDIA SCHOONOVER, LIBRARY DIRECTOR

Claudia reported Hoopla began on May 1 and was Natalie Newville’s first promotion which exceeded their wildest dreams. Claudia presented a statistic report of Hoopla activity from May 1 through July 17. The first month Hoopla maxed out the amount budgeted. After making some changes such as eliminating the \$3.99 audiobooks and raising the budget to \$ 1628, Hoopla is staying within budget. A recommendation was made to include Hoopla statistics in with the monthly board statistics. Claudia reported one of the differences between Hoopla and Overdrive was Overdrive has more popular items with a lot of titles from the A-list where Hoopla does not.

5. TREASURER’S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

Katrinka Goldberg reviewed the Treasurer’s Report with the Board.

Valerie Weber moved that the Treasurer’s Report and the Monthly Expenditures be accepted as submitted and filed for audit. Ithaca Bryant seconded. The motion passed.

6. LIBRARY DIRECTOR'S REPORT – CLAUDIA SCHOONOVER

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

- Claudia reported she attended the MOBIUS annual conference in Columbia and that she has been appointed to the MOBIUS board for another three year term.
- Claudia reported the strategic planning is making a lot of progress thanks to Kit Feudenberg for facilitating and Judy Speidel for keeping good notes.
- The Library was fortunate to host Makergirl this month which is based out of the University of Illinois. Their mission is to inspire and encourage young women to take interest in STEAM fields and they offered sessions in 3D printing. Claudia advised she will seek grants or put in budget for further programs of this kind at the library.
- Claudia reported Elizabeth Beach has been out of the office due to surgery from June 19 to July 17. Due to her retirement, a job posting will occur soon with a start date of November 1.
- Claudia also reviewed the staff's reports with the board.
- Claudia reported the bookmobile was down again in June and to keep this in mind as the board moves forward on the strategic plan. She also reported the Bookmobile has been making some "cool stops" which have included hot dogs, games, and programs. She advised the bookmobile attendance numbers have increased.
- Claudia presented a flyer on the cultural concerts and asked if anyone wants a poster to put up to please take one with them.
- Claudia presented the board with the 2016 Annual Report.

7. COMMITTEE REPORTS

A. Ad Hoc Bylaws Committee

No report.

B. Capital Facilities Committee

Marge Kudrna reported the Capital Facilities Committee did meet to work on the Strategic Plan.

C. Executive Committee

Stu indicated that the Executive Committee did not meet but he has appointed Adam Veile to chair the Nomination Committee.

D. Finance Committee

Katrinka Goldberg reported the committee met on June 18 to work on the Strategic Plan.

E. Foundation

Claudia reported the Foundation's retreat was great. Kit Freudenberg reported the Foundation was in need of more directors and if anyone knew of someone who would like to join, to let Reg know. She advised it is a fund raising board but a great board to be on. Person who joins will have to be willing to present the Foundation ideas to community leaders requesting their help with funds for the Library. The goal of the Foundation is to raise \$30,000 this year and an increase of 65% of donors.

Kit asked if the Library has a fellowship policy as she believed the Library needs one. Betty advised there was a policy at one time; however, she did not believe it referred to the Foundation. Claudia advised she will check on the policy as well as check with other libraries to see what their policies were.

F. Marketing/Communications Committee

Jeff Briggs reported the Marketing/Communications Committee did meet also to finalize their part of the strategic plan.

G. Planning Committee

Stu Murphy asked Kit Fruedenberg to give an update on the Strategic Plan. Kit advised that the Finance Committee has recommended moving one of its objectives to the Marketing Committee's plan. If Jeff sees there is no need for additional Marketing Committee meetings as a result, then the committee chairs can set their meeting to finalize the strategic plan.

Kit reported she felt the plan was on schedule and should be finalized within the next week or two to meet the August 1 deadline. The final plan will be emailed to everyone and presented for approval at the August Board Meeting.

9. UNFINISHED BUSINESS

A. Conflict of Interest Ordinance Approval

Betty presented the board with the updated Conflict of Interest Ordinance indicating it is required to be adopted every two years.

Valerie Weber moved to approve the adoption of the Conflict of Interest Ordinance as presented. Kay Kasiske seconded. The motion passed.

B. Approval of Bylaws

Stu Murphy presented the board with the updated bylaws.

Kay Kasiske moved to approve the bylaws as presented. Marge Kudrna seconded.
The motion passed.

10. NEW BUSINESS

A. Book Sale Report

Betty Hagenhoff presented the board with the Revenue and Expense Summary of the 2017 ABLE/MRRL book sale. She advised the expenses were down a little bit this year and the \$194.25 expense under Flyers, posters, signs, etc. represented the MRRL Library's contribution to the sale. She also advised it was a very successful sale.

B. Solar Eclipse

Claudia reported her plans for the Library on the day of the eclipse. She advised her plans included keeping the library open that day and stock the restrooms as the prediction is that Jefferson City's population will double during that time. She indicated, unless the board disagreed, she would close the library between 1:00 pm and 1:30 pm so that staff can see the total eclipse. She advised there was a Children's program going on at that time and they would have everyone go outside for a viewing party. She welcomed all board members to attend as well. She also will allow staff to experience the partial eclipse as well with having flexible shifts. She also reported glasses will be provided at the many programs being held about the eclipse which were given to the library as part of the \$1200.00 grant.

11. ANNOUNCEMENTS

Vicki and Marge gave an update on their attendance at the ALA Conference in Chicago.

Claudia reported Betty went to the retirement reception for the State Library Director, Barbara Reading. Claudia advised they found a picture of Barbara when she was the library director at the Thomas Jefferson Library which showed her in an elf suit. Claudia reported they had the picture enlarged and framed to give to her as a retirement gift.

Kay Kasiske asked about the Facebook post from Daniel Boone Library regarding conceal and carry in the library. Claudia reported she did take the sign down at the MRRL library as a result of what was happening at Daniel Boone. She also stated her, Betty, and Elizabeth will be reviewing the Library's policy.

12. ADJOURNMENT

The meeting was adjourned by Stu Murphy at 7:05 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED August 15, 2017