

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Annex Conference Room, 209 Adams Street
July 19, 2016
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 7:05 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; Jenny Jacobs, Treasurer; Secretary; Debbie Rowles, Member; Bill Zimmerman, Member; Katrinka Goldberg, Member; Kay Kasiske, Member; Marge Kudrna, Member; Jane Dolan, Member; and Kathy Penfold, Member. Also present were: Claudia Schoonover, Library Director; Betty Hagenhoff, Assistant Director; Elizabeth Beach, Human Resource Director; Tammie Busch, Administrative Practicum Student-University of Missouri-Columbia; and Ken Satterfield, Practicum Student.

2. PUBLIC COMMENT

There was no public comment.

3. APPROVAL OF MINUTES

Kathy Penfold made a motion to approve the June 21, 2016 minutes. Bill Zimmerman seconded. The motion passed.

4. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

Jenny Jacobs reviewed the Treasurer's Report with the Board.

Jenny Jacobs moved that the Treasurer's Report and the Monthly Expenditures be accepted as submitted and filed for audit. Marge Kudrna seconded. The motion passed.

5. LIBRARY SPOTLIGHT: JESSICA WIEBERG, CIRCULATION MANAGER

Jessica gave a presentation on the procedures for overdue fines at the Library. She also provided the trustees with written information on the steps that the collection agency, Unique Management Services, takes once the debt is referred to them.

Jessica did advise that no library debt affects a debtor's credit rating. She reported there is an \$8.95 charge for each case referred to Unique. Each patron turned over to collections has a \$10.00 charge added to their account. Although she did not have the exact numbers that are referred each month, Betty reported the Library paid \$ 429.60 during the month of June to Unique with several hundred per month received back from the patrons in collection agency fees.

6. LIBRARY DIRECTOR'S REPORT – CLAUDIA SCHOONOVER

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

- Claudia attended a MOBIUS conference in June in Columbia. Claudia has been appointed to serve for one year on the MOBIUS Board and has been asked to be appointed for a three year term. In response to Kathy Penfold's specific problems with MOBIUS, Claudia reported she will speak with the Donna Bacon, MOBIUS consortium Director, as to why Kathy and her husband are getting messages indicating their library card needs updating.
- The state funding for fiscal year 2017 has been withheld by the Governor.
- Claudia has spoken to a couple of Rotary Clubs and was very well received. She advised she is available if anyone would like for her to speak at any of their clubs.
- Claudia reported cultural concerts would be held as follows: August 12 will feature Baglunch, a blues event; August 26 will feature Creek Rocks, a folk/country music event; and September 9 will feature Miss Jubilee, a jazz event.

7. COMMITTEE REPORTS

A. Capital Facilities Committee

Marge reported the Committee will be meeting on Monday, July 25. She will have a report at the August meeting.

B. Executive Committee

No Report.

C. Finance Committee

No Report.

D. Foundation

Debbie Rowles reported the Foundation met on July 14, 2016, and the highlights of that meeting were:

- Claudia presented the Foundation a check from Laura Landwehr in the amount of \$ 5000. This was a check that the Foundation gave to the Citizens for a New Library in 2005. Since this organization is no longer in existence and the funds never used, Laura has given the check back to the Foundation.
- The Foundation approved a \$2,000 donation to the Library for the cultural concerts which will be held as follows: August 12 will

feature Baglunch, a blues event; August 26 will feature Creek Rocks, a folk/country music event; and September 9 will feature Miss Jubilee, a jazz event

- Ellen Rutledge, Friends President, will attend the August Foundation Meeting.
- The Foundation has a total balance in checking and savings of \$ 19,751.59. The Friends of MRRL have a total balance of \$5,922.72. The Foundation received a \$250.00 check from Frank and Betty Masters and a gift of \$500.00 from Communique (where Adam Veile works).
- The Foundation's Readers Theatre will be held on Friday, September 30, and Saturday, October 1. Mary Jo LaCorte will be directing two radio shows which are Shannon Framed for Murder and Mother-in-Law (Knock on the Door).
- Christel Boone, a mother of a teen who participates in the teen zone at the library, wanted to help with a fundraiser to raise money to refurbish the teen area in the main library. She offered to hold a Masquerade Ball at Windstone on October 29 at a \$100.00 per ticket. However, the October 29 date would not be feasible due to a big gala going on at the capitol on that date. The Foundation voted to have a committee investigate the possibility of having a teen dance or something with the Readers Theatre like a cocktail party.
- Rachael Preston is currently working on a Sponsorship Booklet.
- Upon the Foundation's request, Kit Freudenberg did some investigating on having a new recruit member application. She reported that most organizations just use a resume as the application for membership. She will be writing up a process for that and will present it at the next Foundation meeting.
- Debbie reported the MRRL Foundation Board Book is finished and each Foundation Board Director has received a copy.

E. Planning Committee

Stu Murphy reported the Planning Committee did meet at 6:00 pm. The final touches were made to the survey for library users and non-users. The surveys will go out the first of next week. Between Monday and the first of September, the Committee will be collecting information from these surveys. Following the receipt of the surveys, we have scheduled community engagements and the Committee will network with Kit Freudenberg to facilitate these events and also the Fall Retreat.

The Planning Committee will meet again on August 16 prior to the MRRL Board Meeting and will continue to do so until the strategic plan is completed.

8. UNFINISHED BUSINESS

A. Patron Code of Conduct

Claudia presented the trustees with the Library's Patron Code of Conduct and Regulations for review as requested by the trustees in response to a patron incident of bad behavior.

B. Tax Increment Financing (TIF) Update

Betty gave an update on the TIF proposal. She reported the Commission did vote against the TIF which will go before the City Council for a vote in August. The City Council will need three-fourths of the majority vote to override the Commission's vote.

9. NEW BUSINESS

10. ANNOUNCEMENTS

Stu reported Donna White has submitted a letter of resignation due other commitments she has on the board meeting dates. Discussion was held on how her replacement will be appointed. Stu advised he will contact Gail Strobe at the City to determine the process for appointing new members.

Claudia reported she will e-mail the schedule of her Library Director Talks and Community Engagements and invited Board Trustees to join her at these events.

Jenny Jacobs advised a part time position is open for an Assistant Director of Library Services at the State College in Linn if anyone is interested or knows someone who might be interested.

11. ADJOURNMENT

The meeting was adjourned by Stu Murphy at 8:08 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED 8-16-2016