

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Annex Conference Room, 209 Adams Street
June 16, 2015
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 7:05 p.m. by Abbey Rimel, President. Judy Speidel, Administrative Assistant, was present to take the minutes.

1. ROLL CALL OF MEMBERS

Members present: Abbey Rimel, President; Jane Dolan, Secretary; Jenny Jacobs, Treasurer; Marge Kudrna, Member; Vicki Ford, Member; Kathy Penfold, Member; Bill Zimmerman, Member; Stu Murphy, Member, and Kay Kasiske, Member. Also present were: Claudia Schoonover, Library Director; Betty Hagenhoff, Assistant Director; Paula Schulte, Marketing Coordinator; Elizabeth Beach, Human Resource Director; and Nikki Bateman, Computer Center Supervisor and Training Coordinator.

2. PUBLIC COMMENT

There was no public comment.

3. INTRODUCTION OF NEW BOARD MEMBERS

Abbey introduced and welcomed two new board members: Stu Murphy and Kay Kasiske.

4. APPROVAL OF MINUTES

Vicki Ford made a motion to approve the May 19, 2015 minutes. Marge Kudrna seconded. The motion passed.

5. LIBRARY SPOTLIGHT: NIKKI BATEMAN, COMPUTER CENTER SUPERVISOR AND TRAINING COORDINATOR

Claudia introduced Nikki to the Board of Directors indicating Nikki has worked for the library for 15 years and she has won every grant that she has applied for including a \$ 26,305 LSTA grant for computers for the public computer center. Claudia reported this was the highest grant the library has received in recent years.

Nikki explained to the Board the type of computers the library will be receiving as well as an explanation of the grants. Nikki also advised the board how she and Jessica Wieberg, Circulation Manager, were using Instagram to help promote the library and took a selfie of all board members present to post on Instagram.

6. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

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

Kathy Penfold moved that the Treasurer's Report and the Monthly Expenditures be accepted as submitted and filed for audit. Stu Murphy seconded. The motion passed.

7. LIBRARY DIRECTOR'S REPORT – CLAUDIA SCHOONOVER

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

- Claudia reported she has been busy promoting the new partnership with State Technical College of Missouri by offering computer classes at the library given by the college. Claudia reported setting up one class but, after being interviewed on the Warren Krech morning show, another class was set up which will start on June 22. Due to the overwhelming response, a third class is being considered for the fall. This class will be held on Mondays and Wednesdays from 4:00 pm to 6:00 pm. Claudia reported the college was granted \$ 900,000 to set up these programs and the library was helping the college to do that. Claudia reported she speaks to each class, offers to sign them up for a library card, takes them on a tour of the library, and takes them on a tour of the computer center.
- Claudia reported Paula Schulte continues to work on the marketing plan. They have set up three coffee talks with the director at Panera, Coffee Zone, and Hy-Vee.
- Claudia reported Paula is working to rejuvenate the Friends of the Library group in Jefferson City. Twenty-five individuals came to the first meeting and there were about 15 who came for a tour of the library. Claudia reported the next meeting will be in July and officers will be elected at that time. Main focus of this group will be to build volunteers for the MRRL/ABLE book sale and a group of advocates for the library to raise profile of the library and promote a levy campaign.
- Claudia advised the Board the library computer was hacked recently which prompted the move up of the revamping of the MRRL website. She reported the new website should be up and running next week or the week after.
- Claudia also reported the library experienced some problems with the air conditioners in May and was off three working days. Therefore, she advised the chiller and cooling tower will top the Capital Facilities' list for the next improvement.
- Vicki complimented staff on the great programs offered by the Adult, the Teen, and the Children's departments.

8. COMMITTEE REPORTS

A. Capital Facilities Committee

Marge reported the Capital Facilities Committee met on June 2 with Andy Mitchell of Clark Enersen Partners to discuss the next phase of the building upgrades. In addition, the committee discussed fire alarms and the possible purchase of the building that houses the Osage County Library.

A motion was made by Marge Kudrna to move forward with the replacement of the chiller and cooling tower; to investigate fire alarms that will ring the fire department; and to enter into discussions with Legends Bank regarding the sale of the building that now houses the Osage County Library due to the foreclosure of that building. Kay Kasiske seconded the motion. The motion passed.

B. Executive Committee

No Report.

C. Finance Committee

Jenny Jacobs reported the Finance Committee met at 6:00 pm with Dale Siebeneck to discuss the 2014 Annual Audit to the MRRL Board of Directors.

D. Foundation

Bill Zimmerman reported the Foundation did meet on June 11. He reported as of June 11, the results of the annual appeal letter were:

Revenue	\$ 1,725.00
<u>Expenses</u>	<u>\$ 1,435.67</u>
Net	\$ 289.33

A second appeal letter would not be mailed due to the high expenses such as postage. The foundation did recommend alternatives to the mailing of the fund letter such as recognizing high donors with a plaque or on the back of programs for the Reader's Theatre or sending postcards for donations.

Bill reported the Foundation approved the purchase of three charging stations for the library in the total amount of \$ 477.00.

Mark Wegman will be at the July Foundation meeting to discuss the plans for the Reader's Theatre and the Foundation will be purchasing music stands for this event.

Bill reported the Foundation had, as of June 11, \$14,075.96 total in the checking and saving accounts.

Vicki Ford suggested buying bricks for around the outside of the library to raise money and Betty Hagenhoff mentioned that donors who helped to purchase shelves at the Osage County Library have a plaque on the shelf they donated

E. Planning Committee

No Report.

9. UNFINISHED BUSINESS

10. NEW BUSINESS

A. Annual Audit

Jennifer Jacobs presented the Independent Auditors' Report for the 2014 audit from Evers and Company to the MRRL Board. She reported the library received a clean audit opinion.

A motion was made by Jenny Jacobs on behalf of the Finance Committee to approve the 2014 Independent Auditors' Report Audit Report. Stu Murphy seconded. The motion passed.

B. Bylaws Revision

Kathy Penfold reported no changes to the bylaws.

A motion was made by Vicki Ford to approve the bylaws as written. Marge Kudrna seconded. The motion passed.

C. MRRL Marketing Survey

Paula Schulte presented a copy of the Marketing Survey to the Board members for review. She reported she plans on doing surveys at various locations around town such as Walmart. She has attended Kids Fest and State Employee Day to have surveys completed. She reported that the survey has dual purpose: to assess what individuals are aware of that the library offers and to make them aware what the library has to offer.

D. Election for Treasurer

A motion was made by Marge Kudrna to elect Jenny Jacobs as Treasurer. Vicki Ford 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 set up a time for sorting books for the annual book sale.

12. ADJOURNMENT

Abbey Rimel adjourned the meeting at 8:43 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED July 21, 2015