

MISSOURI RIVER REGIONAL LIBRARY

Board Meeting

213 Adams Street, Grimshaw Room

August 15, 2023

MINUTES OF THE MEETING

The regular Board of Trustees meeting was called to order at 6:04 p.m. by President Stacy Fick.

1. ROLL CALL OF MEMBERS

Members present: President Stacy Fick, Vice President Kaye Bertels, Treasurer John Gulick, Secretary Anne Rottmann and members: Jeff Briggs, Ithaca Bryant, Jessica Davis, Kay Kasiske, Rodney Mulvania, Steve Nelson, Bob Priddy and Anita Randolph

Member(s) absent: Becky Layton Anne Steele

Also present: Claudia Young, Library Director; Natalie Newville, Assistant Director of Marketing and Development; Angie Bayne, Assistant Director of Public Services; Diane Clingman, Human Resources Manager; Debra Winter, Business Manager/Accountant; and Robin Coffman, Administrative Assistant

2. PUBLIC COMMENT

None

3. APPROVAL OF MINUTES

Anne Rottmann made a motion, seconded by Bob Priddy, to approve the minutes from the August 15, 2023 meeting. Motion carried.

4. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

John Gulick and Debra Winter, Accountant, reviewed the monthly financial report (Attachments A & B) with the Board. John Gulick made a motion, seconded by Steve Nelson, to approve the Treasurer's Report and Monthly Expenditures. Motion carried. Debra reported that the library is earning more through higher interest rates on the library's investments. There are 3 Treasury Bills coming to maturation – one matures in September 2023, another in October 2023 and one in February 2024.

5. LIBRARY DIRECTOR'S REPORT

Claudia Young reported that with August, she and Natalie wrapped up their community presentations with media interviews and a podcast. A watch party was held the night of August 8, and unfortunately, the ballot initiative was unsuccessful. Claudia also reported that she and Maintenance Manager Jonathan Hickman immediately began to gather and compile information and request cost estimates on facility issues that need to be addressed now. (More information is included in the Capital Facilities Committee Report.)

Claudia also announced that Madeline Matson has been recognized as the 2023 Most Impactful Staff Member from *City Magazine*. The recognition is well deserved and Madeline has changed the face of library programming.

6. COMMITTEE REPORTS

A. Capital Facilities Committee (Anita Randolph)

Previously, the committee and Board had inquired about the greatest facility needs, but had paused pending the outcome of the August election. The 4 priority facility issues have not changed. These include:

- Elevators are outdated and need repair
- Restrooms are not ADA compliant
- Cast iron pipes have begun to crack and leak
- Electrical upgrades are needed

An additional item of space needs was also added to these priorities. Anita indicated that the Capital Facilities Committee is providing a foundation of information from which the Board can take action, when needed.

(Also, please see the summary provided by Chair Anita Randolph.)

The Capital Facilities Committee is recommending that the Board take action to address elevator repairs. John Gulick made a motion, seconded by Bob Priddy, to replace the seals in the elevators which are leaking flammable liquid, to upgrade the power unit and to install soft starters, with a total cost of these repairs not to exceed \$125,000. Motion carried. It was indicated that these repairs will improve elevator safety and performance for patrons.

B. Executive Committee (Stacy Fick) No Report

C. Finance Committee (John Gulick)

The committee met just prior to tonight's MRRL Board meeting to review the draft 2024 budget and directed that it be moved forward to the entire Board.

D. Foundation Liaison (Kaye Bertels)

Kaye Bertels reported that the Foundation is providing financial support for costs associated with the MRRL Staff Day. The Annual Appeal is approaching and the Foundation will be mailing letters, again, this year to those who have donated in the past. The Foundation is hosting a trivia night fundraiser on Saturday, October 7, 2023 in the Art Gallery of the library. The Foundation has a balance in its money market account of \$86,847; and \$154,308 in its capital campaign money market account. It was also reported that the Friends have a balance of \$4,973. John Gulick reported that the Osage County Friends have a balance of about \$18,000 and are purchasing new shelving for the Osage Branch.

E. Marketing/Communications Committee (Jeff Briggs)

As anticipated, the library was noted in the news much more than usual with the August 8 election and the aftermath. The next Marketing Committee meeting is scheduled for 5:00 p.m. on November 21, 2023. Steve Nelson complimented Natalie on her positive engagement with the

Jefferson City business community during the library's informational campaign leading up to the election.

F. Planning Committee (Ithaca Bryant) No Report

G. Bylaws Committee (Stacy Fick) No Report

7. UNFINISHED BUSINESS

A. Post-Election

Claudia reported that the cost of the August 8 election was \$39,828. A City Council member had requested this information as well as Board members' terms. Claudia also indicated that a meeting with others (Dake Wells Architects, Orange Boy consultant, the campaign chair and the financial consultant) was held and the issues identified as creating obstacles to a successful campaign included limited patron parking, the unhoused/homeless hanging out at the library, and no sunset clause on the proposed tax levy increase. Claudia reported that she is scheduling 3 listening sessions for the public with her and Board representation to gather feedback from the community. The dates include October 5 from 6:00 - 8:00 p.m.; October 18, from 2:00 - 4:00 p.m.; and October 30 from 9:00 - 11:00 a.m. These sessions will be advertised using Facebook and other social media, email communications to patrons, and a posting will be placed in the local newspaper.

The issue of parking was also discussed. Currently, two Buescher properties, which have been razed, are owned by the City and upon inquiry, Claudia was told that the City no longer has interest in using these properties for parking. This is a change in direction from the City's previous administration. It was discussed that this would impact future renovations.

Library administration is to investigate other options and sites for planning purposes of future library expansion.

8. NEW BUSINESS

A. 2024 BUDGET

John Gulick, Claudia Young and Debra Winter provided an overview of the 2024 draft budget. Although the proposed budget is being presented tonight, a vote will not take place until the October Board meeting. Highlights of the budget included:

- Operating Income
 - Revenue through property tax has increased by 2 ½ % in Jefferson City/Cole County, and by 5 ½ % in Osage County

- The checking accounts and Treasury Bills have been earning more due to higher interest rates
- Athletes and Entertainers Tax is currently unknown, but it is expected to be similar to that received last year (Athletes and Entertainers revenue must be spent on print collections and digital resources pursuant to state law)
- Books & Materials
 - Staff in creating the budget decreased print books and materials by 25%
 - The library is moving away from more print collections and shifting toward more digital content
 - Lack of physical space
 - Being strategic in the quantity and content being purchased
 - Data used in determining the areas that have high usage, average and less than expected – based on patron usage
- Department Expenses
 - Are similar to those in the 2023 budget
 - All copier and printer costs have been consolidated into one line, rather than split under 4 different ones
 - Professional Services include items such as the IT (Huber) contract, social media contract, attorney working on library litigation, etc.
- Overhead Expenses
 - An increase in costs for business insurance
 - Maintenance of building and building equipment has been increased due to known facility issues the library must address
- Capital Expenditures
 - There is a large increase proposed under computer equipment and software
 - Computer equipment is outdated
 - Twenty (20) computers died in 2023
 - Some staff, some public
 - Must invest in new computers with 4-5 year warranties
 - Osage able to use Equalization Funds to replace 2 computers
 - A grant of \$22,000 is being applied for through the State Librarian
 - A sprinter van has been ordered, but it will take 18 months to receive
 - Less money in the 2024 budget, as van won't be available until 2025 and ARPA funds will be utilized

- Contingency funds built in for building and equipment to address such issues as elevator repairs
- Personnel
 - Personnel is 62% of the annual budget
 - It has been a struggle to recruit new employees and retain existing ones
 - Staff salaries are currently not competitive with the State's
 - Salary grade changes have been implemented
 - Longevity raisers have been implemented
 - Proposing a 8.7% increase for all employees (except for the Library Director who is under contract)
 - Will need another increase in 2025 to stay up with Social Security COLAs, as well as Federal and State salary criteria

9. ADJOURNMENT

The meeting adjourned at 7:45 p.m.

Meeting minutes approved on October 17, 2023.