

**Missouri River Regional Library Board Meeting
December 17, 2019**

1. Roll Call of Members
 - a. Call to Order 6:00pm
2. Public Comment
 - a. none
3. Approval of Minutes
 - a. Kay Bertels was absent
 - b. Betty's name is misspelled
 - c. #5. Change MRRL Friends to MRRL Foundation
 - d. F. OrangeBoy
 - e. 7 b. Stu Murphy made a motion
 - f. 8. downtown location
 - g. 8b strike sentence "looks like a library"
 - h. Delete "."
 - i. Stu moved, Vicky seconded. All approved
4. Treasurer's Report
 - a. Betty covered the financial report. See attached.
 - b. Osage billing will be done in early January, will be attributed to 2019. We are expecting that and have budgeted for it.
 - c. Anita asked what "bank card services" are. Betty explained it is the credit card that managers use for certain purchases such as programming, computer purchases, etc. Each card has a \$2,000 limit, with the exception of Diane's card for bigger purchases.
 - d. Stu make a motion, Valerie seconded, all approved.
5. Library Director's Report
 - a. See report
 - b. Statistics: circulation up due to automatic renewals, new cards are also up.
 - i. A Library card has to be in good standing for automatic renewals to work
 - c. Thank you to board for dedication and service to the library
 - d. A thermal mug was given to each board member with the Library's logo on it and Claudia told them they could use it for their 1,000 Cups coffee meetings
 - e. The updated and re-shared Grievance policy has been well received by staff according to Valerie
6. Committee Reports
 - a. Ad Hoc
 - i. No report
 - b. Capital Facilities
 - i. Recommendation:
 1. Retain the current building and update it.
 - a. Focus on in-depth subject collections.
 - b. Growing the investments collection, consumer health collection, and local history collection for example.
 - c. Business/Workforce Center

- d. Job Skills Development with Training Lab. A training lab to teach extended computer programs.
 - e. Programming spaces
 - f. Young adults social programming. (adults not teens)
 - g. Public meeting rooms
 - h. Group meeting space with technology availability.
 - i. Small groups rooms.
 - j. **Updates to current facility must include upgrading elevators and restrooms to current codes.*
2. Build or purchase additional building west of downtown to better serve our community.
- a. General collection.
 - b. Popular read, large print, majority children's.
 - c. Outreach
 - d. Bookmobile
 - e. Ample parking
 - f. Space dedicated to expanding children/family education and development.
 - g. Family focused area.
 - h. Several small study rooms
 - i. Meeting rooms
 - j. Book sorting and storage
 - k. Large programming space
 - l. Childrens large programming area with storage.
 - m. Program specific space
 - n. **Continue outreach services thorough functioning bookmobile, and lockers and multiple locations.*
- ii. Jeff asked if we discussed size of new buildings. It was the consensus that we would need experts to determine size needs
 - iii. Building could be designed for better workflow
- c. Executive Committee
- i. Claudia's review will be in January
 - ii. Existing executive committee will handle Director's review
- d. Finance
- i. No report
- e. Foundation
- i. Foundation has had 3 people resign. Kathlene, Ken, and Chuck have resigned.
 - ii. Two of those positions have been filled, still need a president.
 - iii. Almost \$9,000 raised so far including Mid-America Bank match
- f. Marketing
- i. Natalie is on KAT Country this week guest co-hosting. Raised almost \$1500 for United Way at Craft and Bake Sale.
- g. Planning Committee
- i. No report
7. Unfinished Business

- a. Osage Renovation
 - i. See Noelle's report
 - ii. Suspending holds, staff schedules, etc
 - iii. Drop ceiling installed, electrical work in progress, the second tree has been delivered, currently putting epoxy on floors, had to upgrade flooring due to moisture \$5,000 increase to that project, carpeting will be done after epoxy flooring, need to finish electrical, then they'll be ready for us to move things in, shelving is on order, furniture and cabinetry is in the back of the location, except for circulation desk
 - iv. Jason and Charles will need to install their IT wiring/cabbling
 - v. Unsure when actual moving will take place right now. Hopeful it will be middle of January
 - vi. Bookmobile will be having extra stops
 - vii. Encourage people to check out as many books as they want at the old location to return to the new location
 - b. Election of 2020 Officers
 - i. Slate: President Kay Kasiske, VP Anita Randolph, Secretary Stu Murphy, Treasurer Valerie Weber
 - ii. Nominations from the floor? No
 - iii. Stu moves to approve slate, Debby seconded, passed
8. New Business
- a. Capital Mall
 - i. Book lockers are small lockers where you can get library resources delivered to patrons after they type in a password. You can also put resources on hold, check your account, etc.
 - ii. Libraries have used them to determine new locations
 - iii. \$30,000-\$32,000 cost, plus rent, etc
 - iv. State Library LSTA grant cycle does not start until Spring, Ameren grant is available for \$10,000
 - v. Capital Mall Manager, Donna Vail, likes the idea
 - vi. Graphic Wraps are available to make them eye-catching
 - vii. Location across from Victoria's Secret in the middle of the Mall
 - viii. \$1,200/year for rent, plus internet cost
 - ix. The money is in the budget, but we would like to write a grant for it.
 - x. This will help gauge westside interest and usage of library resources
9. Adjournment
- a. 7:22pm

APPROVED 01/15/2019