

**MISSOURI RIVER REGIONAL LIBRARY**

Board Meeting

213 Adams Street, Grimshaw Room

January 16, 2024

**MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 6:05 p.m. by President Bob Priddy.

**1. ROLL CALL OF MEMBERS**

Members present: President Bob Priddy, Vice President Steve Nelson, Treasurer Kay Kasiske, Secretary Jessica Davis and members: John Gulick, Anita Randolph and Anne Rottmann

Member(s) absent: Jeff Briggs, Ithaca Bryant, Becky Layton, Rodney Mulvania and Anne Steele

Also present: Claudia Young, Library Director; 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**

Kay Kasiske made a motion, seconded by Steve Nelson, to approve the minutes from the December 19, 2023 meeting. Motion carried.

**4. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES**

Kay Kasiske and Debra Winter, Accountant, reviewed the monthly financial report (Attachments A & B) with the Board. Kay Kasiske made a motion, seconded by John Gulick, to approve the Treasurer's Report and Monthly Expenditures. Motion carried.

**5. LIBRARY DIRECTOR'S REPORT**

Claudia Young mentioned that she has just returned from a week-long vacation and that she enjoyed some much needed down time, but is glad to be back. She reported that in December, the library was notified all insurance was being canceled due to the volume of worker compensation issues. However, the library, through Winter Dent, has re-established insurance for 2024, with an increase of only about 5% overall.

Claudia also reiterated that Lisa Sanning has been promoted to the Adult Services Manager, and that she and HR are still working on filling the Outreach and Marketing Manager positions. Claudia reported that the library had made an offer related to the Marketing Manager position; however, the applicant used the offer to maneuver a promotion from her current employer. The position has been reopened. A question was raised regarding the responsibilities attached to the Outreach position. Claudia responded

that this position, in addition to responsibilities related to the Bookmobile, is also required to assist in the Circulation and Business Computer Center departments. She noted that the library has received more interest in providing services to the elderly population at assisted living facilities, nursing homes and those who are homebound. This position assists in the delivery of these services. Claudia also provided information regarding the dropbox/lockers located at the mall. She is still working on establishing library lockers at Russellville and St. Thomas, and she hopes to identify a grant opportunity to defray the costs of establishing the lockers.

Board members requested a status update on the needed elevator and electrical infrastructure repairs. Claudia responded that KONE has ordered the necessary parts and plans to proceed with the elevator work in February. The electrical work will require the facility to be shut down, so staff is working toward scheduling this work during the annual book sale, if possible.

## **6. COMMITTEE REPORTS**

**A. Capital Facilities Committee** (Anita Randolph) No Report

**B. Executive Committee** (Bob Priddy)

Bob reported that the Executive Committee met for nearly an hour earlier in the evening. He noted that in almost every category of the staff survey, the results indicated staff were favorable and supportive of Claudia's leadership. The results from the Board's responses reflected the same.

**C. Finance Committee** (Kay Kasiske) No Report

**D. Foundation Liaison** (vacant) No Report

**E. Marketing/Communications Committee** (Jeff Briggs) No Report

**F. Planning Committee** (Ithaca Bryant) No Report

**G. Bylaws Committee** (Bob Priddy) No Report

## **7. UNFINISHED BUSINESS**

### **A. Planning for the Future**

Bob Priddy reported that he did not attend a City Council meeting in January, but plans to attend in February in an effort to better understand members' opposition to the 2023 proposed tax levy increase, which was unsuccessful, and to request the City Council assign a liaison to attend MRRL Board meetings. Bob also indicated that he met with the Presiding and one other Cole County Commissioner, as well as the Cole County Clerk, to inquire about specific tax rates listed on his property tax receipt. He reported that this was a good meeting, and he believes the County Commission is supportive of current members on the MRRL Board of Trustees. Anne Rottmann reported that she has not yet been able to meet in-person with her City Council representatives, but based on email correspondence, she also believes there is support for the current MRRL Board.

#### **1. Comprehensive/Strategic Plan**

Claudia confirmed that Board members did receive the 2017 strategic plan and the annual updates emailed to them after the December meeting.

Claudia also reported that she has been in discussion with Kit Freudenberg

regarding her facilitating planning session(s) with the Board related to the development of a new or updated strategic plan. Kit Freudenberg indicated that she is interested but would not be available until after March 2024. Claudia will update the Board closer to April. Claudia also noted that in the past, staff have participated by providing input related to the goals, measurable objectives, strategies and action steps. The Board agreed.

**B. Director's Evaluation**

Bob Priddy reported that the Executive Committee met earlier in the evening to conduct the director's evaluation which resulted in the following statement and recommendations. The Executive Committee expresses confidence in the leadership Library Director Claudia Young has given the Missouri River Regional Library for a decade as director. The committee recommends her contract be extended through 2026 and that she receive a salary increase equal to the increase given to other members of the library staff, effective January 1, 2024. John Gulick made a motion, seconded by Kay Kasiske, to approve the committee's recommendations. Motion carried.

**8. NEW BUSINESS**

None

**9. ADJOURNMENT**

There being no further business, the Board adjourned at 6:50 p.m.

**Meeting minutes approved February 20, 2024..**