

**Missouri River Regional Library  
Board Meeting  
Osage County Library 22 Library Lane  
July 21, 2020  
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 6:27 P.M. by Kay Kasiske, President. Diane Clingman, Business Office/HR Coordinator, was present to take the minutes.

**1. ROLL CALL OF MEMBERS**

Members present: President, Kay Kasiske; Vice President, Anita Randolph; Member, Chuck Lahmeyer; Member, Stu Murphy; Member, Debbie Rowles; Member, Kaye Bertels; Member, Bonnie Baker; and Member, Sabra Paulsmeyer.

Members present via Zoom: Member, Jeff Briggs; Member, Valerie Weber; and Member, Ithaca Bryant.

Members absent: Stacy Fick, Ruth Canada, and Peggy Mulvania.

Also present were: Director, Claudia Cook; Assistant Director, Betty Hagenhoff; Marketing Manager, Natalie Newville; and Business Office/HR Coordinator, Diane Clingman.

**2. PUBLIC COMMENT**

None

**3. LIBRARY SPOTLIGHT**

Noelle Parker, Osage County Branch Manager, gives a tour of the new Osage facility.

**4. APPROVAL OF MINUTES**

Chuck Lahmeyer made a motion to approve the June 16, 2020 Minutes. Bonnie Baker seconded. The motion was approved.

**5. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES  
(ATTACHMENT A & B)**

Valerie Weber reviewed the Treasurer's Report, Attachment A & B with the Board. Stu Murphy made a motion to approve the Treasurer's Report and Monthly Expenditures. Kaye Bertels seconded the motion. The motion was approved.

**6. LIBRARY DIRECTOR'S REPORT-CLAUDIA COOK (ATTACHMENT C)**

Claudia reviewed the report with the board, see the attached. June marked the first full month the Library has been open since February due to COVID-19. Circulation numbers were lower than normal. Curbside pick-up was up to 213 patrons at the Main Library.

## **7. COMMITTEE REPORTS**

- A. Capital Facilities Committee (Anita Randolph) report under New Business
- B. Executive Committee (Kay Kasiske)-No Report
- C. Finance/Fund Raising Committee (Valerie Weber)-No Report
- D. Foundation Liaison (Debbie Rowles)

There is still a list of outstanding Mini Golf sponsors. Since invoices were sent prior to the COVID-19 pandemic they will be re-sent. Readers' Theater has been cancelled, the Foundation will begin work on the Annual Appeal letter. Osage is to have a Mini Golf event in 2021 in addition to the main library event.

- E. Marketing/Communications Committee (Jeff Briggs)-No Meeting  
Natalie reports focus remains on virtual programming. Bookbox numbers from April-December 2019 were 2,373 boxes for 486 patrons.
- F. Planning committee (Stu Murphy)- Scheduling Meeting

## **8. UNFINISHED BUSINESS**

- A. Remote Locker Update

A lease agreement was received from Capital Mall for the new locker system. The locker could be here between 8-12 weeks. MRRL's Graphic Artist Ashley Dudenhoeffer is working on a wrap image for the system.

- B. COVID-19

The 48 hour quarantine of materials will continue. The following changes were made in accordance with the reopening plans:

- More patron seating is available.
- The newspaper shelving unit has returned to the main floor and back issues are accessible without requesting assistance from staff.
- Small/reservation based/outdoor in-person programs began in July.
- The Teen Zone is open from 3-7 p.m. for no more than 4-5 teens at a time.
- The bookmobile is implementing a scaled back schedule utilizing Capital Mall, Memorial Park, and Riverside Park.

Claudia states some staff are questioning if the board should make masks mandatory for patrons to use when entering the facilities. At this time it is the feeling of the board and administration, masks will be offered for patrons to use at a cleaning station at the front door as well as hand sanitizer. Masks will not be mandatory however signage will be posted at the entrance asking patrons to please wear a mask.

## **9. NEW BUSINESS**

- A. Reciprocal borrowing agreement updates

The attached Reciprocal Agreement replaces the agreements currently on file from 2001 and 2002.

Capital Facilities Committee has been meeting the last couple of months and has recommendations for building improvements. Anita Randolph gave an overview of the current facility needs. Priority items such as elevators and restrooms need

to be updated to be ADA compliant. Other items such as electrical fuse panels need to be updated to breaker panels. At this time, the building is at the maximum electrical capability. Staff and patrons rely more heavily on Wi-Fi, and this can slow speeds and make the connection somewhat unstable. The possibility of redesigning the floor plan on the first floor was also discussed. Administration would like to explore the possibility of moving the circulation desk, enlarging the circulation office, and providing an exit to a fenced in park area for reading and programming. Bryan Dunlap who serves as a staff member of this committee, voiced his desire for the to consider lowering existing shelving for ease of access for patrons and staff. Anita requests to issue a Request for Qualifications to evaluate the list of needs. Stu seconded. The motion passed.

#### **10. ANNOUNCEMENTS**

Claudia thanks Stu Murphy, the 2020 Ambassador of the Year and presented him with an award. Debbie Rowles and Vicki Ford will be leaving their positions with the MRRL Board. Debbie joined the board in 2009 and Vicki joined in 2010. Both have been very valued members of the board and will be missed. Certificate of Appreciation is presented to Debbie, Vicki was not in attendance.

#### **11. ADJOURNED**

Meeting adjourned at 7:53 p.m.

**APPROVED 08/17/2020**