

**Missouri River Regional Library**  
**Board Meeting**  
**Via Zoom**  
March 16, 2021  
MINUTES OF THE MEETING

The regular Board of Trustees meeting was called to order at 6:04 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, Stu Murphy; Member, Chuck Lahmeyer; Member, Jeff Briggs; Member, Stacy Fick; Member, Ithaca Bryant; Member, Bonnie Baker; and Member, Kaye Bertels.

Absent: Member, Ruth Canada; Member, Valerie Weber; Member, Peggy Mulvania; Member, Sharon Lehman; and Member, Sabra Paulsmeyer.

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. APPROVAL OF MINUTES**

Stu Murphy made a motion to approve the minutes of the February 16, 2021 minutes with the correction of the spelling of Kay Kasiske's last name. Jeff Briggs seconded. The motion was approved.

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

Betty Hagenhoff reviewed the Treasurer's Report, Attachment A & B with the Board. Kay Kasiske made a motion to approve the Treasurer's Report and Monthly Expenditures. Bonnie Baker seconded. The motion was approved.

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

Claudia reviewed her report with the board, see the attached. February had some delayed openings and two closings due to weather. The Osage County Branch was closed an additional day to a combination of staff shortages and a lack of snow removal. The lockers located at Capital Mall are being used so frequently Claudia is inquiring about the cost to add another 12 lockers to the existing unit. The cost of these lockers could possibly be reimbursed by the county as a contactless service offered in response to COVID. Joe's Market in Linn has consented to house the Osage lockers, a trip to the

location is scheduled to see the space available. National Library Week is April 4-10th. The theme for this year is "Pop into your Library". The library will offer free replacement cards, food for fines, a ribbon cutting at the Capital Mall book lockers and free popcorn all day on Thursday. The 2020 staff service award winners will be recognized with a catered breakfast for the entire staff, which will also coincide with Library Worker Day.

## **COMMITTEE REPORTS**

- A. Capital Facilities Committee (Anita Randolph) Report to be given under Unfinished Business
- B. Executive Committee (Kay Kasiske) No Report
- C. Finance/Fund Raising Committee (Valerie Weber) No Report
- D. Foundation Liaison (Kaye Bertels)  
Natalie reported the Foundation will have the Mini Golf fundraiser at the main library on April 18th. The Osage Branch will have Mini Golf on April 25th, both events are from 1 to 5. The events will be requiring masks and enforcing social distancing between groups.
- E. Marketing/Communications Committee (Jeff Briggs) No report  
Natalie reports emails are being sent to non-users. These emails remind patrons of everything the library has to offer.
- F. Planning Committee (Stu Murphy) No report

## **7. UNFINISHED BUSINESS**

- A. Dake Wells Architect Update  
Meetings have continued with Dake Wells. There are two meetings planned in March, including one with the City's planners on March 24th. This will give Dake Wells and the Library Administration the opportunity to speak with the City government about future plans and concerns regarding downtown parking. Betty and Claudia have also spoken to a Financial firm, Stifel, Nicolaus & Company to discuss financing options for future capital projects. The next step would require a Request for Qualifications for Financial firms to assist with General Revenue Bonding or financing a Tax Levy. Dake Wells has submitted three options to address the needs of the current building.
  - Option A is a smaller phase, however has two phases. Phase 1 would address making the restrooms ADA compliant, new stairs/elevator connecting all levels; reworking corner staircases. This would rework the basement level to handle both Adult Tech (copy center, business center, computer areas) and Tech Services. This would include very little new square footage, and restrooms, new stairs/ elevator would create a reduction of square footage. Phase 2 would include the 15,000 addition of square footage and additional renovation of the building.

- Option B would be a single phase, 15,000 square feet of additional square footage and renovation of the existing facility.
- Option C would be a two phase situation. Full renovation of existing facility and 6,400 square feet in Phase 1, then in ten years a 12,800 square foot addition.

After reviewing the options Betty and Claudia believe Option B would be the option which would be the most beneficial with regard to the financial and operational aspects.

#### B. COVID Update

Administration and Management have discussed upcoming plans to slowly offer scaled back in-person programming in April. Each department has been asked to choose four programs to offer in-person along with a virtual option. Some of the programs will possibly take place in the park area at the Main Library or on the porch in Linn. Some programs will take registrations and require masks and social distancing. Also, beginning May 1 the library will go back to an eight o'clock closing. Winter months closing times will be reviewed at that time.

### 8. NEW BUSINESS

#### A. Evers & Co. Audit Letter (Attachment D)

Betty presented the audit letter to the board members from Evers & Company. The annual audit will be April 22 & 23rd.

#### B. Procurement Policy Update (Attachment E)

Claudia presents the updated Procurement Policy and Guidelines for board approval. Stu Murphy made a motion to approve the new policy. Chuck Lahmeyer seconded. The motion was approved.

### 9. ANNOUNCEMENTS

Claudia announces this is the last board meeting for Stu Murphy, Chuck Lahmeyer, and Bonnie Baker. Claudia and staff want to thank Stu, Chuck and Bonnie for their years of service and dedication. Stu Murphy served six years consecutively with the board. He says he has always been really impressed with staff and the camaraderie amongst themselves and with the community. Stu will stay with the Capital Facilities Committee in the coming year. Chuck Lahmeyer served two years with the board and says it has been his privilege to serve. Bonnie Baker served six years with the Osage Board. Bonnie was an important advocate for the remodel/relocation of the new Osage County Branch in Linn. Bonnie says she appreciates the library and all we do.

### 9. ADJOURNED AT 7:07 P.M.

**APPROVED 04.20.21**