

Missouri River Regional Library
Board Meeting
Via Zoom
April 21, 2020
MINUTES OF THE MEETING

The regular Board of Trustees meeting was called to order at 6:00 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, Jeff Briggs; Member, Bonnie Baker; Member, Valerie Weber; Member, Stu Murphy; and Member, Debbie Rowles.

Members absent: Member, Sabra Paulsmeyer; Member, Peggy Mulvania; Member, Ithaca Bryant; Member, Ruth Canada; Member, Chuck Lahmeyer; Member, Kaye Bertels; and Member, Vicki Ford.

Also present were: Director, Claudia Cook; Assistant Director, Betty Hagenhoff; Marketing Manager, Natalie Newville, Business Office/HR Coordinator, Diane Clingman. MRRL staff members included: Jessica Wieberg, Qhyrrae Michaelieu, and Bryan Dunlap.

2. PUBLIC COMMENT

None

3. APPROVAL OF MINUTES

Valerie Weber made a correction to amend the minutes from March 17, 2020 to correction the following: Item 6. COMMITTEE REPORTS Item D Sharon Lamon changed to Sharon Lehman and Karen Wisch changed to Kevin Wisch. Jeff Briggs seconded. The motion passed.

4. 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. Debbie Rowles seconded. The motion passed.

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

Claudia highlighted items from her report, see report attached. By March 4 the move of the Osage County Branch was complete. The MRRL/ABLE book sale preparations began March 9th. The sale was open to the public March 11-14, attendance was down this year. This year's gross revenue was \$45,000. Beginning March 16 programming

was stopped due to COVID-19, and an emergency virtual board meeting was held. The board made the difficult decision to close MRRL indefinitely with the condition the Library Board would communicate weekly. All staff met on March 18th to shelve books, clean/straighten, suspend shipments, film story times and conduct meetings regarding virtual programming and promoting our digital offerings. On April 6th staff were instructed to complete five hours a week in training and to record this time on a Google sheet, to send to managers.

6. COMMITTEE REPORTS

- A. Capital Facilities Committee (Vicki Ford)- No Report
- B. Executive Committee (Jeff Briggs)- No Report
- C. Finance/Fund Raising Committee (Valerie Weber)-No Report
- D. Foundation Liaison (Debbie Rowles)-No Report
- E. Marketing/Communications Committee (Jeff Briggs)-No Report
- F. Planning committee (Stu Murphy)-No Report

7. UNFINISHED BUSINESS

- A. Remote locker update
Research for remote lockers will continue. A grant with the State Library for \$18,000 is possibly available, Claudia would like to submit the grant if the Board agrees this is the right time to pursue the lockers..

8. New Business

- A. COVID-19 Updates and planning
Library staff have been attending State Library forums to see how other libraries in the state are doing during the pandemic. Since the state's stay at home order will be lifted May 3rd, how do we proceed? Claudia shared with managers and staff a plan to open in stages. The pre-opening stage begins with staff returning in some form to begin the process of reopening. Procedures need to be put into place of how to handle returned materials and quarantined items. Claudia has been speaking to Kristi Campbell, Director of the Cole County Health Department, regarding reopening. Kristi recommends limiting the number of patrons and their time spent in the building when first reopening. Before reopening the building completely to the public we need to evaluate what other state agencies and libraries are doing and if it is safe enough to do so.
- B. 2019 BUDGET ADJUSTMENT (Attachment D)
Valerie Weber made a motion to approve the adjustment to the 2019 Budget. Anita Randolph seconded. The motion passed.

9. ANNOUNCEMENTS

Claudia announces MRRL's Volunteer of the Year is Kathlene Woodruff. Kathlene has been a lifelong user of the library. Kathlene served as the MRRL Foundation President

for three years. MRRL's Ambassador of the year is Stu Murphy. Stu has been a long time member of the MRRL Board and an avid library user.

10. ADJOURNED AT 7:25 P.M.

APPROVED 05/19/2020