

**Missouri River Regional Library
Board Meeting
Mark Twain Room 214 Adams Street
May 19, 2020
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 6:07 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, Valerie Weber; Member, Ithaca Bryant; Member, Stacy Fick; and Member, Peggy Mulvania.

Members present via Zoom: Member, Stu Murphy; Member, Jeff Briggs, and Member, Ruth Canada.

Members absent: Debbie Rowles, Sabra Paulsmeyer, Bonnie Baker, and Kaye Bertels.

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

Valerie Weber made a motion to approve the April 21, 2020 Minutes. Anita Randolph 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. Chuck Lahmeyer seconded. The motion passed.

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

Claudia reviewed her report, see attached. In April staff participated in the State Library virtual public forums to discuss the impacts of COVID-19. Meetings were held weekly by administration and management. Plans to reopen once the State-wide order was lifted was a topic discussed. Tentative plans to reopen are attached. It is important to realize we may find ourselves going from stage 4 to 2 some months from now. Curbside

service began on May 4th. This service will continue in the future. The Library building will be reopened on May 26.

6. COMMITTEE REPORTS

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

B. Executive Committee (Kay Kasiske)

A tentative schedule to reopen MRRL was reviewed. Book drops were opened on May 5th. Items were then quarantined in the Art Gallery for 72 hours at the main branch, and in Linn items were placed in a meeting room. Management split staff into two groups to limit contact. The tentative schedule to reopen to the public is May 26, but Claudia wanted to consider May 18 if it is possible. Patrons will be asked to limit their time in the library and to continue social distancing. Staff are reminded to wash their hands, clean desks, door knobs, handrails etc. throughout the day. Masks are mandatory when in public areas for the safety of staff and patrons. A policy is being reviewed to hold an employee's position when a leave of absence is required and not FMLA related. This policy is to be reviewed by administration and presented to the MRRL Board at the next regular meeting.

C. Finance/Fund Raising Committee (Valerie Weber)-No Report

D. Foundation Liaison (Debbie Rowles)

Claudia reports the Foundation did meet. Reader's Theatre has been cancelled for this fall. Mini Golf will be scheduled in Osage and Jefferson City.

E. Marketing/Communications Committee (Jeff Briggs)

Marketing meeting was held on May 18th. Natalie reported circulation statistics show circulation in April was down 37%, since closing due to COVID-19. Radio ads during the closing were focused on Learning Express, curbside pickup and reopening. Many patrons enjoyed the virtual programming and it is possible this will continue.

F. Planning committee (Stu Murphy)-No Report

7. UNFINISHED BUSINESS

A. Remote Locker Update

Claudia reports the State Library has a new CARES Grant in response to COVID-19. This grant is due June 30th and is based on population size. MRRL could receive up to \$30,000. Claudia will be applying for this grant for the remote lockers and possibly a book vending machine to be located at Capital Mall.

8. New Business

A. Library reopening

The main branch and Osage will be reopening on May 26th. (See Attached Director's Report)

B. Temporary leave of absence policy review

(See the above Executive Committee review)

9. Adjourned at 7:02 P.M.

APPROVED 06/17/2020