

**Missouri River Regional Library
Board Meeting
Mark Twain Room 214 Adams Street
September 15, 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, Stacy Fick; Member, Chuck Lahmeyer; Member, Kaye Bertels; and Member, Peggy Mulvania.

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

Members absent: Sabra Paulsmeyer, Ruth Canada, Bonnie Baker, Stuart Murphy, and Ithaca Bryant.

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

Anita Randolph made a motion to approve the August 18, 2020 Minutes. Chuck Lahmeyer seconded. The motion was approved.

**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. Stacy Fick made a motion to approve the Treasurer's Report and Monthly Expenditures. Kaye Bertels seconded the motion. The motion was approved.

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

Claudia reviewed the report with the board, see the attached. Osage County Branch's new building and relocation was celebrated with a Grand Opening on August 15. Approximately 45 people were in attendance. A draft budget was created and levy setting meetings in Cole and Osage took place on August 25th and 27th. Claudia was contacted by the Missouri Library Association Board President. The MLA Board is seeking a public librarian to fill the three year commitment of the President-elect role. Claudia has volunteered to serve in this capacity. The MLA Board meets virtually four

times a year. The Administration staff have cancelled this year's Staff Training Day, normally held on Columbus Day. Planning a day of training together in the midst of COVID did not seem beneficial at this time. During the stay-at-home order the majority of staff participated in various online training. The Library will remain open to the public on October 12th.

6. COMMITTEE REPORTS

- A. Capital Facilities Committee (Anita Randolph)

The committee met at 4:30 today. Eighteen proposals were received in response to the Request For Qualifications. The committee reviewed the proposals received and has chosen five firms for interviews to be scheduled for September 28th and October 1st. Once interviews are completed it is the committee's hope to have a recommendation for the MRRL Board at the monthly board meeting in October.
- B. Executive Committee (Kay Kasiske)-No Report
- C. Finance/Fund Raising Committee (Valerie Weber)-No Report, meeting to be scheduled.
- D. Foundation Liaison (Kaye Bertels)

Kay Bertels reports the foundation had a meeting in August, the following items were discussed:

 - The Annual Appeal letter is almost complete. Addressing the letters will take place in October.
 - A letter is ready to submit to Diamond Feed for possibly assisting with the funding of a locker system in Osage County.
- E. Marketing/Communications Committee (Jeff Briggs)-No report
- F. Planning Committee (Stu Murphy)-No report

7. UNFINISHED BUSINESS

- A. Remote Locker Update

The rental agreement has been signed with Capital Mall for placement of the new locker system. Shipment is scheduled for mid to late October. Staff attended a conference call for instruction of the locker system.
- B. COVID-19 updates

Programming at this time is still done virtually or in-person and outdoors. Claudia told programmers back in August she may decide against them hosting in-person programming in November and December. She is monitoring local virus spikes to help make that determination. The quarantine books have been moved to the Truman Room and the Art Gallery is open now. Claudia is considering continuing with some in person programming for groups under 25 people. All programming can be hybrid based with the new equipment IT has purchased, making the in-person and virtual option more seamless.

8. NEW BUSINESS

- A. Draft Budget- 2021 Budget has been drafted and will be submitted to the Finance Committee at an upcoming meeting in October.
- B. Capital Facilities responses to RFQ (See above)
- C. PTO Holiday Paid Leave policy revision (Attachment D)
The attached revision was submitted to the board for review. Valerie Weber made a motion to approve the revision. Anita seconded. The motion passed.

9. ADJOURNED AT 6:55 P.M.

APPROVED 10.20.20