

Missouri River Regional Library
Board Meeting
Lower Level Conference Room B105, 308 East High Street
November 19, 2019
MINUTES OF THE MEETING

The regular Board of Trustees meeting was called to order at 6:02 P.M. by Jeff Briggs, President. Diane Clingman, Business Office/HR Coordinator, was present to take the minutes.

1. ROLL CALL OF MEMBERS

Members present: Jeff Briggs, President; Kay Kasiske, Vice-President; Ruth Canada, Member; Stu Murphy, Member; Debbie Rowles, Member; Valerie Weber, Member; Ithaca Bryant, Member; Valerie Weber, Member; Vicki Ford, Member; Anita Randolph, Member; and Peggy Mulvania, Member.

Members absent: Sabra Paulsmeyer, Member; Bonnie Baker, Member; Kaye Bertels, Member; and Chuck Lahmeyer, Member.

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

2. PUBLIC COMMENT

None

3. APPROVAL OF MINUTES

Stu Murphy made a motion to approve the October 15, 2019 Minutes. Debbie Rowles seconded. The motion passed.

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. Valerie Weber made a motion to approve the Treasurer's Report and Monthly Expenditures be approved. Kay Kasiske seconded. The motion passed.

5. Library Director's Report- Claudia Cook (Attachment C)

Claudia highlighted a few items from her report. Claudia attended the Missouri Library Association conference with Angie Bayne, Courtney Waters, and Natalie Newville. At this conference, those four MRRL staff gave a presentation on the Library's Book Box program to approximately fifty people, where it was well received. Staff Day was held on Monday October 14th. Survey results from staff show it was considered one of the best Staff Days in recent history. A grant was received in the amount of \$10,000 from Three Rivers' Helping Hands Foundation to assist with the handicap accessibility at the renovated Osage Branch. New carpet has been installed in the Art Gallery, part of this

cost was covered by MRRL Foundation. This year's Annual Appeal Letter spotlight was Tiwan Lewis. Ms. Lewis has been a long time patron and utilized Library resources to create a business plan, using computers, internet and printers.

6. Committee Reports

A. Ad Hoc Bylaws Committee

No Report

B. Capital Facilities Committee

This report will be reviewed under New Business.

C. Executive Committee

No Report

D. Finance/Fund Raising Committee

No Report

E. Foundation

Debbie Rowles reports the Foundation met on November 14. The contract with Scheppers has been raised to \$4000 in services. A monthly ad spotlighting Scheppers and the Bookmobile. This year's Annual Appeal letter was sent to approximately 270 people/business' and were mailed on November 14th. The Reader's Theatre fundraiser totals are close to be complete and only a couple of checks are pending in order for a final accounting to be done. Mini Golf will be held February 29, 2020. Chuck Gelber has submitted his resignation from the Board.

F. Marketing/Communications Committee

Natalie reports the third quarter Savannah/OrangeBoy report has been received. Items highlighted include, market penetration which is up by one percent bringing the total to 29%. The new card holder retention rate is also above average with 50% of new cardholders still active 12-24 months prior to the end of the quarter. Auto renewals are now live and should help increase item checkouts. MRRL received two awards from the Missouri Library Association. One award was the Community Partnership Award and the Show-Me Youth Leadership award given to our Teen, Librarian Courtney Waters. The committee agreed that increasing active cardholders would be a great W.I.G (Wildly Important Goal) for 2020 and something everyone could help attain.

G. Planning Committee

No Report

7. Unfinished Business

A. Osage Renovation Update:

Painting at the new building has been completed. Electrical, and ceiling tiles are now ready to be installed. The exterior sign was designed by Ashley Dudenhoeffer and is being ordered through Bee Seen Signs. At this time, it appears construction is still scheduled to be completed in December and moving in is still scheduled for January.

B. Budget 2020:

A review of the 2020 Budget is done by the board. Items highlighted lines #201 through #215 an error has been noted. The funds on these lines will be redistributed however, this will not change line #254 which is the correct total. Line #305 has been added to show the Lease/Purchase of the Osage building. Also, noted is line #352 Contingency with a balance of \$131,484.05.

Stu Murphy made a motion to approve the budget contingent on lines 201- 215 being redistributed. Vicki Ford seconded. The motion passed.

C. Presentation of Slate of Officers 2020:

Ithaca Bryant presented the slate of officers for 2020: Kay Kasiske, President; Anita Randolph, Vice President; Stu Murphy, Secretary; Valerie Weber, Treasurer. Ithaca reported the slate will be voted on in December.

8. New Business:

A. Future Facilities Questionnaire results:

A Capital Facilities Committee meeting was held on November 14th. A survey had been sent out previously to MRRL Staff, Board Members, MRRL Friends and Foundation groups. Forty responses were received. The questionnaire shows it is believed a downtown location and adding another location somewhere in Jefferson City with 72.5% of the vote is the best option. The second option with 57.5% of the vote was expanding the library in downtown Jefferson City. Also reviewed was a study done in 2018 for MRRL by using the recommended collection size and library space in comparison to the Wisconsin Department of Public Instruction, Public Space Needs: A Planning Outline / 2009. The committee agrees there are four conclusions moving forward. A downtown location is needed, a western location in Jefferson City is justified by the population, a bookmobile to reach other areas, and lockers to supplement in some areas. The Capital Facilities Committee will meet again to clarify these needs prior to the next MRRL Board meeting.

B. Chamber Survey results:

Phase One the online survey has been completed. John Chrastka from EveryLibrary says if it looks like the Library we need to own it. Claudia has

reached out to the Chamber of Commerce to inform them of the number of items from the survey which the Library could help with. Now that Phase One is complete it is up to the steering committee to take the results of the survey and move forward with a plan for the community. Claudia has requested to be on this steering committee, Stu moved and Valerie seconded, the motion passed.

9. Announcements:

Valerie Weber wants an update regarding Administration and how and when to contact Lisa Otto, the HR Consultant. At this time the procedure was discussed at the monthly Management Team meeting, and all employees will be notified of the process.

- 10.** The meeting was adjourned by Jeff Briggs at 8:12 p.m. Minutes of the meeting were submitted by Diane Clingman.

APPROVED 12/17/2019