

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
First Floor Conference Room, 308 East High Street
May 20, 2019
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 6:00 pm 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; Debbie Rowles, Member; Peggy Mulvania, Member; Kaye Bertels, Member; Chuck Lahmeyer, Member; Anita Randolph, Member; Bonnie Baker, Member; and Vicki Ford Secretary.

Members absent: Ruth Canada, Valerie Weber, and Sabra Paulsmeyer, Stu Murphy, and Ithaca Bryant.

Also present were: Claudia Cook, Library Director; Betty Hagenhoff, Assistant Director; Natalie Newville, Marketing Manager; Judy Speidel, Administrative Assistant; and Noelle Parker, Osage County Branch Manager.

2. PUBLIC COMMENT

None

3. APPROVAL OF MINUTES

Kaye Bertels requested the following changes: last sentence of item 4. Change ‘receives’ to ‘receive’; item 6. First sentence paragraph five add ‘2019’ to the year; and sixth paragraph last sentence change to read ‘dedicated book sorter for the MRRL/ABLE book sale; 9a change supportive to supported; and third paragraph of 9A add annually in front of years 2019-2023.

Vicki Ford made a motion to approve the minutes of the April 16, 2019 meeting, as amended. Anita Randolph seconded. The motion passed.

4. TREASURER’S REPORT AND APPROVAL OF MONTHLY EXPENDITURES (Attachments A & B)

Betty Hagenhoff reviewed the Treasurer’s Report, Attachments A and B with the Board.

Chuck Lahmeyer moved that the Treasurer’s Report and the Monthly Expenditures be approved. Debbie Rowles seconded. The motion passed.

5. LIBRARY DIRECTOR’S REPORT (Attachment C)– CLAUDIA COOK

Claudia presented the annual “Report to the Community 2018”. Claudia reviewed her board report with the board members (copy attached).

Claudia reported the Cole County Commission purchased the Annex Building for \$550,000. Mr. Bushman advised Claudia construction workers and Public Defenders will be using

some of the annex parking spaces. Library patrons can possibly use the parking lot for up to a year. Claudia indicated there are 10-15 spaces behind the Chamber of Commerce offices which the county currently uses that the library could possibly rent for staff, when they become available.

The additional handicap parking spot previously discussed will not be put in going forward.

6. COMMITTEE REPORTS

A. Ad Hoc Bylaws Committee

No report.

B. Capital Facilities Committee

No report.

C. Executive Committee

I. Unapproved Minutes of Executive Committee Meeting with John Charastka, Everylibrary on April 18, 2019

Claudia gave an update in regards to the telephone conference with John Charastka and presented the minutes from that meeting. Claudia reported John volunteered to come to the library to work with staff if the board agrees. Claudia reported John will not charge a fee however, the library will pay his travel expenses.

Vicki Ford made a motion to give Claudia authorization to negotiate a relationship with John Charastka to address the libraries future needs. Kay Kasiske seconded. The motion passed.

A discussion was held with regards to parking problems and the search for a possible new location or branch for Jefferson City.

D. Finance/Fund Raising Committee

No Report.

E. Foundation

Debbie Rowles reported the Foundation did meet on May 9.

Claudia reported Google will be at the library May 23 from 9:30-4:30.

Debbie gave a financial report for the Foundation for April:

The MRRL Foundation assets as of April 30, 2019 were \$49,988.90 and the Friends of MRRL checking account was \$5,575.38.

Debbie reported that Foundation President Kathlene Woodruff will give a report to the MRRL Board in July.

Debbie reported Readers Theatre for 2019 will be held on the second weekend of October. Mini Golf for 2020 will be held on February 29th with alternative weather date of March 7th.

The contract with Scheppers on the bookmobile will expire in October 2019. The Foundation will be asking for an additional \$1,000 in services.

The Rotary Club will be donating \$5,600.00 towards a self-checkout at the main library and the foundation will pay the remaining balance of the checkout. Claudia will submit a grant for a self-checkout for the Osage branch.

F. Marketing/Communications Committee

Natalie Newville gave an updated status of the Google event and the Book Box's current numbers. She indicated as a result of the Book Box circulation stats increased by 1.66%. Patron new library cards have also increased.

G. Planning Committee

Claudia announced the committee is planning to meet May 29th at 9 a.m. in the Library Director's office.

7. UNFINISHED BUSINESS

A. Osage County New Building Update.

Betty gave an update with regards to the new location of the Osage Co. Library. Library staff will be contacting potential general contractors for the remodel project, which includes lighting, flooring, windows, a meeting room, and an additional bathroom. Donations will be requested in a campaign letter. A recommendation was made for signs to be posted with regards to the current progress being made on the location. Claudia reported the hours at the new location to be 9-6 Monday thru Friday and 9-1 on Saturday.

8. NEW BUSINESS

Commitment to Work with EveryLibrary previously covered in the Executive Committee Report.

9. ANNOUNCEMENTS

Claudia reported Judy Speidel will be leaving her position on May 30, 2019. We welcome Diane Clingman to the meeting to take tonight's minutes. Lisa Otto has given her resignation and her last day also will be May 30, 2019. Diane Clingman has been promoted to the position of Business Office/HR Coordinator. She will handle the administrative duties of the HR position. We will have Lisa on as a consultant for HR.

Natalie reports there will be a ribbon cutting at the library for Google at 9:00.

10. Adjournment

The meeting was adjourned by Jeff Briggs at 7:43 pm. Minutes of the meeting were submitted by Diane Clingman.

APPROVED 06/18/2019