

**Missouri River Regional Library
Board Meeting
Lower Level Conference Room, 308 East High Street
July 16, 2019
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 6:03 p.m by Kay Kasiske, Vice-President. Diane Clingman, Business Office/HR Coordinator, was present to take the minutes.

1. ROLL CALL OF MEMBERS

Members present: Kay Kasiske, Vice-President; Vicki Ford, Member; Ruth Canada, Member; Stu Murphy, Member; Debbie Rowles, Member; Valerie Weber, Member; Peggy Mulvania, Member, and Chuck Lahmeyer, Member.

Members absent: Jeff Briggs, President; Ithaca Bryant, Member; Sabra Paulsmeyer, Member; Kaye Bertels, Member; Anita Randolph, Member; and Bonnie Baker, Member.

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

2. PUBLIC COMMENT

None

3. LIBRARY SPOTLIGHT (Courtney Waters)

Postponed until next meeting.

4. APPROVAL OF MINUTES

Stu Murphy made a motion to approve the June 18, 2019 minutes with the following corrections:

Committee Reports, Item E "Natalie states" changed to "Natalie stated an ambassador may be staff..."
Unfinished Business, Item A, sentence one "Betty reports ads have been run" to "Betty reported ads posted in the.." Also Item A, second sentence "At this time only one contractor has contacted" changed to "responded". Item A sixth sentence "windows has been submitted Quaker" changed to "windows to Quaker..."

Valerie seconded as amended. The motion passed.

5. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES (Attachment A & B)

Ruth Canada reviewed the Treasurer's Report, Attachments A and B with the Board.

Valerie moved that the Treasurer's Report and Monthly Expenditures be approved. Vicki seconded. The motion passed.

6. LIBRARY DIRECTOR'S REPORT (Attachment C)-CLAUDIA COOK

Claudia reviewed her board report with the board members (copy attached)

Claudia reported she attended the annual MOBIUS conference in Columbia and the Missouri Public Library Directors meeting in Joplin.

The Capital Facilities committee met this month to continue discussions in regards to a future service model that would appeal to our community. Also discussed was the idea of repurposing existing space in the Main Library to make room for the five administrative staff at 308 High.

Leslie Williams, who works in the Circulation Department, has been offered Judy Speidel's event calendar duties. She accepted them and began training June 15.

7. COMMITTEE REPORTS

A. Ad Hoc Bylaws Committee

No report.

B. Capital Facilities Committee

Vicki reported the library will rent 30 spaces in the 209 Adams parking lot for \$37.00 per space at this time. After one year it is believed there will be no parking available in this lot for patrons or staff before 5 p.m.

C. Executive Committee

No Report

D. Finance/Fund Raising Committee

No Report.

E. Foundation

Natalie attended the foundation meeting and presented the Library Director's report to them highlighting the following:

A Google live feed will be done August 19th. Patrons who signed up on May 23 have the first opportunity to register. If space is still available after that, patrons may then sign up for the training. Summer Reading and Book Box programs are doing well this summer. Natalie is currently working with State Tech to develop an app for Book Box. This app would help with the number of employee hours currently spent on the program.

Debbie reported a contractor for the Linn renovation has been chosen. Reader's Theatre is scheduled for October 11th & 12th at the main library. Discussions are underway for a possible fundraiser at the Osage County Branch with a Reader's Theatre. The Annual Fundraising Campaign Letter is scheduled to be reviewed at next month's meeting.

F. MARKETING/COMMUNICATIONS COMMITTEE

Natalie, Claudia, Courtney, and Angie are going to give a presentation at the Missouri Library Association and Natalie is presenting a poster at the Library Marketing Communication Conference on Book Box.

G. PLANNING COMMITTEE

Stu reported the committee reviewed the current strategic plan goals.

- To establish the Library as an integral community resource.
- To expand Library facilities and services in Osage and Cole counties.
- To find financial resources to fund current and future needs.

The committee is reviewing the possibility of another retreat with the executive committee and John Chrastka from Every Library. This strategic plans runs through 2020. The committee agreed at the strategic plan's completion that we consider keeping the same goals and updating the objectives

8. UNFINISHED BUSINESS

Osage County New Building Update

Betty presented Noelle's floor plan draft (attached). FOCL is currently using an area at the new location for book sorting. Two responses were received in regards to the ad posted in the Unterrified Democrat for a contractor. G&T has been chosen as the contractor.

Claudia reported she is working with several vendors regarding furniture and signage. She also met with a vendor regarding creating a donor wall and trees within the library.

9. NEW BUSINESS

None

10. ANNOUNCEMENTS

Reminder there will be no fall book sale at the main library in October. The Art Gallery will have new carpeting installed on that weekend.

11. ADJOURNMENT

The meeting was adjourned by Kay Kasiske at 7:05 p.m. Minutes of the meeting were submitted by Diane Clingman.

APPROVED 08/20/2019