

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
First Floor Conference Room, 308 East High Street
April 16, 2019
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 6:00 pm by Jeff Briggs, President. Judy Speidel, Administrative Assistant, was present to take the minutes.

1. ROLL CALL OF MEMBERS

Members present: Jeff Briggs, President; Kay Kasiske, Vice-President; Ruth Canada, Treasurer; Debbie Rowles, Member; Peggy Mulvania, Member; Ithaca Bryant, Member; Stu Murphy, Member; Kaye Bertels, Member; Chuck Lahmeyer, Member; Valeria Weber, Member and Anita Randolph, Member.

Members absent: Vicki Ford, Bonnie Baker, and Sabra Paulsmeyer.

Also present were: Claudia Cook, Library Director; Betty Hagenhoff, Assistant Director; Natalie Newville, Marketing Manager; and Lisa Otto, Human Resources Officer.

2. PUBLIC COMMENT

None

3. APPROVAL OF MINUTES

Kaye Bertels requested a change to add “advised” in the first paragraph on page 2 right after “he also”.

Stu Murphy made a motion to approve the minutes of the March 19, 2019 meeting, as amended. Ithaca Bryant seconded. The motion passed.

4. LIBRARY SPOTLIGHT: BOOK BOX PROGRAM, NATALIE NEWVILLE

Natalie reported the Marketing Committee and staff looked at ways to increase circulation numbers. Adam Viele had recommended encouraging patrons to check out an additional book and Courtney Waters recommended doing a Subscription Box. In response to these recommendations, the Library implemented a program called Book Box. The process is patrons complete an application to choose 3-5 books based on their preferences. Staff volunteers will pick 3 to 5 books for them to read, wrap them in a bow, and place a tag on the bundle. The first week 110 people requested the Book Box which could increase circulation by 550 books if each person asked for five books. Natalie reported she is looking at what occurs next week and also will be watching what the circulation numbers are for March as a result of the Book Box. She also reported an electronic survey for patrons comments will be sent out two weeks after the patrons receives their Book Box.

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

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

Ruth Canada moved that the Treasurer’s Report and the Monthly Expenditures be approved. Valerie Weber 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 gave an update on the AJ Schwartze Foundation grant requested for financing of the Osage County Library's new location. Upon checking on the status, Claudia discovered the person who receives the request and forwards it to the committee, requested aid for the Storytelling Festival instead of the \$75,000 requested for the new location. Claudia met with Debbie VanLoo at Central Bank. Debbie did indicate it was her mistake and as a result she will send an email to the committee advising of her mistake and request they reconsider the grant. Debbie had indicated to Claudia that the grant most likely will not be \$75,000 but it will be a wait and see what the committee decides.

Claudia reported that since cultural concerts cannot be held on the Capitol grounds, they will be held in the library. Due to the low number of attendees based on the high cost factor to have them elsewhere, Claudia felt it was a very costly event and she did not feel good about spending sponsorship money for such a low turnout.

Claudia reported on the MSP Redevelopment Project Committee indicating she doesn't think it will work with the Library's plans. She indicated after the meeting with John Chrastka, she will get back with the Capital Facilities Committee and then decide on a plan.

Claudia reported Debbie Rowles was named Ambassador of the Year. She reported Debbie is serving her third year on the MRRL Board and Osage County Board as well as a MRRL Board liaison to the Foundation Board. She has done a great job raising our profile in Osage and Cole counties as well as raising awareness of the Foundation.

Myrana Gibler was honored as the 2019 Library Volunteer of the year during National Library Week. She is treasurer of the MRRL Friends and a dedicate4d book sorter MRRL/ABLE book sale.

7. COMMITTEE REPORTS

A. Ad Hoc Bylaws Committee

No report.

B. Capital Facilities Committee

No report.

C. Executive Committee

Jeff Briggs reported the Executive Committee will be meeting Thursday, April 18, with John Chrastka of Everylibrary and Jeff will have a report for the board at the May board meeting.

D. Finance/Fund Raising Committee

Ruth Canada reported the Evers & Company auditors will be in the Library next week.

E. Foundation

Debbie Rowles reported the Foundation did meet on April 11 and Claudia provided the following information to the directors:

1. Claudia reported on the success of the MRRL/ABLE book sale as well as the Storytelling Festival;
2. The generator was out on the bookmobile but was able to participate at the preschool attended by Natalie's daughter;
3. Staff Appreciation day was held on April 9 at the main library with the MRRL Friends providing lunch from Madison's Restaurant for staff;
4. Patron Appreciation day was held at the main library and also the Osage County library. The FOCL also had appreciation day for the Osage County staff.
5. Claudia gave a report on the results of polling conducted by Axiom Strategies.

Debbie gave a financial report for the Foundation for February and March:

1. The MRRL Foundation assets as of February 28, 2019 were \$ 55,352.56 and the Friends of MRRL checking account was \$ 5,635.38.
2. The MRRL Foundation assets as of March 31, 2019 were \$ 50,639.11 and the Friends of MRRL checking account was \$ 5,785.38.

Debbie reported the Foundation had a Buffalo Wild Wings fundraiser. The restaurant withheld 15% of all food purchases for the Foundation. Because of the number of individuals who came in around 8:00 pm for the NCAA basketball championship tournament, the Foundation will be requesting another fundraiser for the same date next year.

She reported Foundation member Nicole Will is pregnant and due in September.

Debbie gave an update on Foundation President Kathlene Woodruff. Kathlene has a doctor's appointment on April 26 at which time the doctor will determine if Kathlene can walk on her ankle. She reported a collection was taken up for Kathlene.

Valerie asked about the amount of money the library receives from Amazon Smile. Natalie reported the library has received \$40 to \$50 every quarter or close to .05%. She reported you can click on your Amazon account and it tells you how much you have given.

Natalie reported the 2019 mini-golf event raised \$ 8,063 compared to \$ 6,239 in 2018 and \$ 5,904 in 2017. She reported additional money is expected from Wal Mart.

F. Marketing/Communications Committee

Natalie Newville reported due to the radio ads, the Learning Express Database increased by one session in February to 131 sessions in March.

G. Planning Committee

Stu reported the Planning Committee will be meeting with Claudia to give a progress report on the Strategic Plan to the Board. Natalie asked if there will be a retreat for discussion of the Strategic Plan. Stu recommended checking with Kit Freudenberg.

8. UNFINISHED BUSINESS

9. NEW BUSINESS

A. Minimum Wage Impact/Salary Adjustment

Claudia led a discussion of the minimum wage increase and how it affects the library. Although the library is exempt due to being a Tax Supportive Entity, she felt the library should follow the state mandated minimum wage increase in order to retain current employees and the hiring of future employees. Claudia is proposing a \$.50 hourly increase to all staff effective September 1. Claudia presented for board approval a salary to revenue comparison with proposed increases for 2019 to 2023 to compensate for increases in minimum wage. Management felt this was the best route to take hoping revenue continues to increase at the current rate and health insurance rates don't. Claudia requested support from the board for the 2019 increase and all other years will be included in the budget.

Valerie Weber recommended a possibility of forming a consortium with other libraries to help lower cost of medical insurance and she recommended a wellness program. Lisa reported the Library's medical insurance is age-based; therefore too small to have a big impact. Anita Randolph suggested contacting Cole County or the City of Jefferson to join their plan.

Valerie Weber made the following motion: The Missouri River Regional Library Board is committed to increasing staff salaries by 50 cents/per hour in years 2019-2023, contingent upon available funding and budget approval, in order to remain competitive with the new minimum wage law that was approved by Missouri voters in November 2018. Kay Kasiske seconded. The motion passed.

Claudia reported the weekend schedule changes for full-timers beginning September 7. Their rotation will go from a 12 week rotation to an 8 week rotation.

10. ANNOUNCEMENTS

Claudia reported receipt of an email from Google to come to the Library to set up workshops for small business owners and job seekers. Google will basically take over the library, Art Gallery Room, and Truman Room from 9:00 am to 5:00 pm on May 23, 2019. Claudia felt this was a great opportunity for the library and the community.

Valerie announced she is going to be a grandmother. Congratulations Valerie.

12. ADJOURNMENT

The meeting was adjourned by Jeff Briggs at 7:31 pm. Minutes of the meeting were submitted by Judy Speidel.

Approved 05/20/2019