

**MISSOURI RIVER REGIONAL LIBRARY  
BOARD MEETING  
Annex Conference Room, 209 Adams Street  
April 17, 2018  
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; Katrinka Goldberg, Treasurer; Vicki Ford, Secretary; Stu Murphy, Member; Ithaca Bryant, Member; Valerie Weber, Member; Ruth Canada-Painter, Member; Anita Randolph, Member; Bonnie Baker, Member; Peggy Mulvania, Member; Megan Eldridge, Member; Debbie Rowles, Member; and Kaye Bertels, Member. Also present were: Claudia Cook, Library Director; Betty Hagenhoff, Assistant Director; Natalie Newville, Marketing Manager; Bryan Dunlap, Technical Services Manager; and Britt Smith, Deputy Director Public Works Operation.

**2. PUBLIC COMMENT**

**3. INTRODUCTION OF NEW MEMBERS**

Four new board members were present and everyone took time out to introduce themselves. The new members are: Anita Randolph (appointed by the City of Jefferson); Megan Eldridge (appointed by the Cole County Commission); Bonnie Baker (appointed by the Osage County Commission); and Peggy Mulvania (appointed by the Osage County Commission).

**4. NEW HANDICAP PARKING SPACE AT THE LIBRARY:**

Britt Smith from Jefferson City Public Works presented his views on adding a handicap parking space on the North side of the main Library. He reported the driver's side of the parking space would meet ADA requirements 100%. However, he added the passenger side does not meet the requirements 100%. He reported the blanket law for this type of situation is vague. He reported the City of Jefferson would have no issues with it as it is close to the 100% mark. He did advise that there was a parking spot on High Street that the Library could request the City to change to a handicap space. He advised he would be willing to assist in completing the necessary paper work to request this and recommended that it be done before the City does the overlay in the area.

Valerie and Kay expressed concerns of a potential liability if something would happen considering the parking space on the North side of the Library did not fully meet the 100% ADA requirements. Claudia reported she would like to seriously consider having a second handicap space across the street as the patrons are requesting it.

Valerie Weber made a motion to ask the City to move forward on handicap parking space on High Street. Stu Murphy seconded the motion. The motion passed.

After discussion, members referred the addition of any other potential handicap parking spaces to the Capital Facilities Committee to decide on appropriate action. Claudia advised the Capital Facilities Committee will be meeting on April 25. The committee will discuss additional handicap parking spaces at that time and report back next month.

Valeria recommended the Library look into applying for any grants which may assist in the costs of adding additional handicap parking spaces.

**5. APPROVAL OF MINUTES**

Stu Murphy made a motion to approve the minutes of the March 20, 2018 meeting. Katrinka Goldberg seconded. The motion passed.

**6. LIBRARY SPOTLIGHT: BRYAN DUNLAP, TECHNICAL SERVICES MANAGER**

Bryan Dunlap gave a presentation on the upgraded Sierra Integrated Library System.

**7. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES**

Katrinka Goldberg reviewed the Treasurer's Report with the Board.

Stu Murphy moved that the Treasurer's Report and the Monthly Expenditures be accepted as submitted and filed for audit. Ithaca Bryant seconded. The motion passed.

**8. LIBRARY DIRECTOR'S REPORT – CLAUDIA COOK**

Claudia summarized the items contained in her written report. Items of interest include:

- As requested at the last meeting Claudia reported she has a report on the insurance with Winter Dent for board members and anyone could look at it after the meeting.
- Claudia reported March was a busy time at the library with the annual MRRL/ABLE book sale and the Storytelling Festival.
- Claudia and the Board thanked Betty Hagenhoff for making the book sale run so smoothly. Claudia also gave thanks to Don Kliethermes as well and she indicated she appreciated all their hard work and dedication along with the volunteerism of the entire staff.
- Claudia reported the Storytelling Festival had another great year with eight storytellers visiting 32 schools in Cole and Osage Counties reaching almost 8,000 children. She reported she has applied for assistance with the festival with the A.J. Schwartze Community Foundation but have not heard back from them as of this date.

- Claudia reporter her and Noelle attended the Osage County Agri-Tourism Council meeting. The council is planning to incorporate the Osage County Library in their summer Osage County tour.
- Claudia reported she and the programming committee has begun talks with Matt Holland, a local realtor, about makerspace collaboration. A meeting is planned for the end of April and she will keep the board advised as they explore the possibility of a partnership.
- Claudia and Natalie attended the first Capital City Cinema book and film discussion on *Winter's Bone*. She reported 16 individuals attended and a great article was in the newspaper the next day. The next book/film discussion will be held on May 17 at which time Courtney Waters, Teen Services Manager, will attend.
- Claudia reported hosting a Coming to America Immigration Forum on March 29 with Robert Pinhero acting as discussion moderator. She reported the News Tribune wrote an article on this before and after the event. Claudia advised she may have some other forums like this in the future.

## 9. COMMITTEE REPORTS

### A. **Ad Hoc Bylaws Committee**

Valerie Weber reported the committee met at 5:30 today to review and update the current bylaws. She reported there were changes made and a copy of the changes will be presented at the next board meeting.

### B. **Capital Facilities Committee**

Vicki Ford reported the Capital Facilities Committee will meet on April 25. She reported discussions have centered around blinds on the windows of the main library and parking. She reported the Committee has a lot to do.

### C. **Executive Committee**

No Report

### D. **Finance/Fund Raising Committee**

No Report

**E. Foundation**

Debbie Rowles reported the Foundation did meet on April 12, 2018. The highlights of the meeting were:

- Claudia reported National Library Week was held April 4 thru April 12 and was better than last year. MRRL Friends purchased t-shirts for the staff which Ashley Dudenhoeffer designed. Claudia showed a t-shirt to the MRRL board members and reported the t-shirts will be available to the public next week for \$15 apiece.
- Claudia reported four of the ten hot spots were returned. She has ordered 10 more at \$120 a piece but she is exploring ways to ensure the return of these items. She had written to other libraries and the ones that responded indicated they had no problems with patrons returning them.
- The Foundation is exploring getting trailers to replace the bookmobile and will be contacting Mr. Willibrand at Play-Mor trailers for ideas utilizing shelving from the library and bookmobile. Claudia reported the Library was also investigating options currently being used by the Daniel Boone Library and Scenic.
- The MRRL Foundation Money Market Account has a balance as of March 30, 2018 in the amount of \$42,446.88. The MRRL Friends have a balance of \$6,362.44.
- Buffalo Wild Wings will be the sponsor for the Readers Theatre which will be held the last weekend in September. Future discussions will be held on whether to have the event one or two evenings.
- A fundraiser was held at Buffalo Wild Wings on April 2 which raised \$266.99.
- Kit Freudenberg was honored as Ambassador of the Year.
- MRRL Friends will be meeting on April 26 at 7:00 pm in the Art Gallery. They will have music by *Out on a Limb* and YoYum gift certificates will be raffled off.
- Thank you ads were placed in the Jefferson City paper and the Osage County paper for the sponsors of the mini-golf event.
- President Kathlene Woodruff will be at the June MRRL Board Meeting to give a Foundation Report.

**F. Marketing/Communications Committee**

Natalie Newville reported she has presented the Board of Realtors post cards with information on the Library that can be placed in gift bags for new owners. Natalie reported she attended a conference in Nashville on marketing.

**G. Planning Committee**

Stu reported he is planning on meeting with Claudia for an update on the completion of the strategic plan and will report back to the board in a month or so.

**10. UNFINISHED BUSINESS**

Vicki Ford reported she was proud to see the Osage County Library featured Joshua Hartzler artwork on Facebook and the Library held a reception for him on April 7.

**11. NEW BUSINESS**

**A. Human Resource Policy Approval (Attachment D)**

Claudia presented updates to the Family and Medical Leave Act, Catastrophic Leave Policy, and the Attendance Policy for board approval. She also presented a new policy on Hours of Work for board approval.

Valerie Weber made a motion to accept the updated Family and Medical Leave Act Policy; the updated Catastrophic Leave Policy; the updated Attendance Policy; and the new Hours of Work Policy. Vicki Ford seconded. The motion passed.

**9. ANNOUNCEMENTS**

Betty Hagenhoff reported the Library has been contacted by Tony Weldon's bank and it appears they are trying to get her affairs in order. Betty reported Tony has stage four cancer. She advised they have not been told what will become of the Annex Building but Betty will keep the board advised as soon as any information becomes available.

**10. ADJOURNMENT**

The meeting was adjourned by Jeff Briggs at 7:45 pm. Minutes of the meeting were submitted by Judy Speidel.

**APPROVED 5-15-2018**