

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Annex Conference Room, 209 Adams Street
August 15, 2017
MINUTES OF THE MEETING**

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

1. ROLL CALL OF MEMBERS

Members present: Stu Murphy, President; Vicki Ford, Vice-President; Katrinka Goldberg, Treasurer; Marge Kudrna, Member; Ithaca Bryant, Member; Kay Kasiske, Member; Jeff Briggs, Member; Debbie Rowles, Member; Adam Veile, Member; and Kaye Bertels, Member. Also present were: Claudia Schoonover, Library Director; Betty Hagenhoff, Assistant Director; Natalie Newville, Marketing Coordinator; Kit Freudenberg, Consultant; and Brittany Hilderbrand, News Tribune Reporter.

2. PUBLIC COMMENT

There was no public comment.

3. APPROVAL OF MINUTES

Kaye Bertels recommended the following changes to the July minutes: delete the second “report” in first sentence under # 3; and correct the spelling of the words “budget” in the fourth sentence under # 4.

Debbie Rowles made a motion to approve the minutes of the July 18, 2017 meeting, as amended. Vicki Ford seconded. The motion passed.

4. TREASURER’S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

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

Marge Kudrna moved that the Treasurer’s Report and the Monthly Expenditures be accepted as submitted and filed for audit. Ithaca Bryant seconded. The motion passed.

5. LIBRARY DIRECTOR’S REPORT – CLAUDIA SCHOONOVER

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

- Claudia reported, following vacation, she has been putting a lot of work toward the strategic plan and the draft budget.
- Claudia reported door count gates have not been working properly; therefore, the library has used an average of the previous months on the board’s July statistical report. Claudia has included a new gate in the 2018 draft budget for approximately \$16,000.00. Board members recommended checking the gates twice a day at noon and at 5:00 pm.

- Claudia has been working with Elizabeth on finalizing some personnel policies and setting priorities for her last three months so the transition will be smooth. Her position has been posted in the papers and on Indeed.com and the Library has received over 30 applications.
- Claudia and Qhyrrae Michaelieu have been working on Staff Day in October.
- Claudia was on the radio this month and the Friends group met on July 27 with 30 individuals attending. She reported the group is really taking off and coming in during the week to help.
- Attendance at the cultural concert on August 11 was not the best and the next concert will be held on August 25 featuring The Wee Heaves (a Celtic A Cappella group).
- On September 28 Capital READ will present Will Schwalbe's book: *The End of Your Life Book Club*. Claudia invited board members to attend.
- The Foundation's Readers Theatre will have an adult night on September 29 and a family night on September 30 (similar to last year).
- Patron comments were missing from Claudia's report and will be included in the September packets.

6. COMMITTEE REPORTS

A. Ad Hoc Bylaws Committee

Stu presented the bylaws that were approved in July. After discussion it was recommended to make the following changes when the bylaws are reviewed in 2019: add "standing" in front of committee in first sentence under Section 6.5 and delete "present" in first sentence of section 6.8. Stu indicated he will be contacting a member in the near future to serve as Chairman of the Ad Hoc Bylaws Committee to replace Kathy Penfold. Claudia will contact the City regarding appointment of a new board member.

B. Capital Facilities Committee

No Report.

C. Executive Committee

Stu reported Adam Veile has been appointed to chair the Nomination Committee. Stu advised Section 5.2 of the bylaws state two representatives of JC/Cole County Library District and one representative of the Osage County Library District will serve on the Nominating Committee. A slate of officers for 2018 should be presented at the October meeting.

D. Finance Committee

No Report

E. Foundation

Debbie reported the Foundation met on August 10 and the directors thanked Stu Murphy for attending. Plans were underway for an open house for the new Teen Zone and the Foundation will be providing refreshments. Claudia asked that the open house be scheduled from 6:00 pm – 8:00 pm and invitations will be sent to Foundation Directors, Giving Tuesday donors, and MRRL Board Members.

Approximately 275 individuals attended the first Cultural Concert on August 11. The next concert will be held on August 25 and in case of rain will be moved to the Miller Performing Arts Building.

The Foundation has two new directors: Chuck Gelber and Susan Sundermeyer.

Debbie presented the MRRL board members with the Foundation's sponsorship guidelines that will be used when contacting potential sponsors or donors.

Debbie reported the Foundation's money market account balance for period ending July 31 was \$27,212.09 and the savings account balance was \$501.97. The Foundation directors voted to transfer the savings account balance to the money market account.

Mark Wegman will direct the Foundation's Readers Theatre which will be held on September 29 and September 30. Mark has suggested the following programs: Burns and Allen, Father Knows Best, Abbott and Costello, and Gunsmoke. The Readers Theatre Committee will meet to discuss what programs and refreshments to have for the event.

The Annual Fund Letter will be in the mail by November 15. If anyone can't or don't want to respond to the fund letter, they can give on Giving Tuesday.

The Library requested and the Foundation approved of giving \$ 1,500.00 toward the Capital READ Author Event on September 28.

F. Marketing/Communications Committee

No Report

G. Planning Committee

Stu Murphy reported Kit Fruedenberg, Jeff Briggs, Katrinka Goldberg, and Marge Kudrna did a great job getting the plan together. The plan encouraged team building and having everyone involved in the process.

7. UNFINISHED BUSINESS

A. Approval of 2017-2020 Strategic Plan

Stu presented the final 2017-2020 Strategic Plan to the board for approval and asked Kit Fruedenberg, a skilled facilitator, to review the plan with the board members. Kit highlighted the Executive Summary, Background and Strategic Plan 2017-2020 along with highlighting the goals and objectives of the plan. Members had few minor corrections. Stu agreed with Betty that the plan is a motivator to staff and a map for implementation. Jeff thanked Stu for his vision and Kit for getting it done in a short time. Kit advised that the plan is not to be filed and forgotten. The plan will provide leadership and a tool for the next 3 1/2 to four years.

Adam advised marketing will be a big part of the plan. Claudia reported discussions are under way for increasing the part time graphic artist position to a full time graphic artist/marketing assistant position.

Jeff Briggs made a motion to approve the 2017-2020 Strategic Plan, as amended. Katrinka Goldberg seconded. The motion passed.

8. NEW BUSINESS

A. Draft Budget – No Action Required

Betty Hagenhoff presented the board with the draft 2018 budget advising before a levy can be set a reason must be given for the levy which is the purpose of the draft budget. She also advised JC/Cole Board will meet on August 29 at 5:30 to set their levy and Osage County Board will meet on August 30 at 5:30 in Linn to set their levy.

9. ANNOUNCEMENTS

A. A sympathy card was passed around for the family of Kathy Penfold.

B. Claudia reported the library will close from 1:00 pm – 1:30 pm on August 21 for the solar eclipse and eclipse glasses will be available. In addition the staff's shifts will be flexible from 11:00 am – 2:30 pm on that day so that staff can experience the partial as well as the full eclipse. The Friends of the Library will be providing lunch for the staff on August 21.

10. ADJOURNMENT

The meeting was adjourned by Stu Murphy at 7:05 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED 9/19/2017