

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Annex Conference Room, 209 Adams Street
December 20, 2016
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 7:03 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; Adam Veile, Secretary; Marge Kudrna, Member; Jane Dolan, Member; Debbie Rowles, Member; Kay Kasiske, Member; Kathy Penfold, Member; Valerie Weber, Member; Katrinka Goldberg, Member; and Jeff Briggs, Member. Also present were: Claudia Schoonover, Library Director; Betty Hagenhoff, Assistant Director; Elizabeth Beach, Human Resource Director; Mark Wegman, Library Assistant II Bookmobile; and John Karr, Library Assistant II Bookmobile Assistant Coordinator.

2. PUBLIC COMMENT

There was no public comment.

3. APPROVAL OF MINUTES

Jeff Briggs made a motion to approve the minutes of the November 15, 2016 meeting. Kathy Penfold seconded. The motion passed.

4. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

Betty Hagenhoff reviewed the Treasurer's Report with the Board.

Kay Kasiske moved that the Treasurer's Report and the Monthly Expenditures be accepted as submitted and filed for audit. Valerie Weber seconded. The motion passed.

5. LIBRARY DIRECTOR'S REPORT – CLAUDIA SCHOONOVER

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

- Paula Schulte resigned and her last day of employment was December 14. Paula has done a fantastic job during the two years she has been here. Elizabeth advised she will post this open position after the first of the year.
- Claudia, Angie, and Paula have met with Dr. Marris Seymore, an education professor at Lincoln University, to discuss having a tutoring program at the library beginning in February.
- Claudia has sent invitations out for the 2017 MRRL Storytelling Festival and all but one teller accepted the invitation. The library did receive a yes to the alternative. The Festival will be held on March 30 and March 31 and will include a Thursday evening program.

- Paula and Claudia worked with fundraising expert Kit Freudenberg to gather information for the annual appeal letter. Paula did a great job with the letter and also with the online marketing for #Giving Tuesday. As of last week \$4600.00 has been raised.
- Claudia advised the patron comments are on the reverse side of her written report.

7. COMMITTEE REPORTS

A. Capital Facilities Committee

Marge advised the Osage County board members were able to tour two locations in Linn, Missouri on December 12 that are available for rent to the library.

Claudia reported the owners of the Thriftway Grocery Store has a space of 7900 square feet which is located next to the grocery store and close to McDonalds in Linn with an approximate monthly rent of \$3,833.

Also Linn Printing is willing to rent the upstairs of the current building where the Library is now and this location has 7200 square feet of space. The base rent is \$ 2300. Any additional walls or flooring that needs to be installed will be added to the base rent.

In addition Claudia reported Legends Bank would like for the library to look at a piece of property for the possibility of building a new library building. Stu advised this topic as well as other facility projects will be discussed in detail at the January retreat.

Betty advised she has written a final check to Air Masters but has it on hold as still waiting for an alarm to be placed on the outside of the boiler room.

B. Executive Committee

Stu reported Bill Zimmerman has resigned as board member and Stu has contacted the City regarding a replacement.

C. Finance Committee

No Report.

D. Foundation

Debbie Rowles reported the Foundation met on December 8, 2016, and the highlights of the meeting were:

- As December 8 the Foundation's assets were \$ 30,941.74. The Friends of the Library had a balance of \$ 5,922.72.

- The Foundation received 42 donations on #Giving Tuesday of which 26 had not receive an appeal fund letter. Twelve individuals had donated \$100 or more. Also the Foundation received 18 donations by mail of which seven were \$100 or more. Although Command Web, who previously donated \$1000, declined to participate in the sponsorship challenge for giving Tuesday, Mr. Huckleberry will be speaking with management at their December meeting regarding additional donations.
- Kathlene Woodruff will chair the mini-golf fundraiser. The dates for the mini-golf event are February 25 with March 4 as the weather alternate date. Claudia reported receipt of two sponsors for the event: Naught & Naught Insurance and Scheppers Trucking each in the amount of \$ 150.00. Debbie advised if anyone on the MRRL board would like to help with the event, it would be most appreciated.
- Claudia will be requesting financial help in January for updating the teen zone and for shelving in the Children's Department.

E. Planning Committee

Stu reported plans and an agenda are underway for the retreat that will be held on January 7 from 9:00 am to 3:00 pm at the Department of Conservation Credit Union. If bad weather, the backup date will be January 14. Some of the key items on the agenda will be: 1. Levy; 2. Facilities; 3. Finances; and 4. Staff salaries.

8. UNFINISHED BUSINESS

A. Nominating Committee Report

Adam presented the slate of officers for 2017 as follows: Stu Murphy, President; Adam Veile, Vice-President; Vicki Ford, Secretary; and Katrinka Goldberg, Treasurer.

Valerie Weber made a motion to approve the slate of officers as presented. Marge Kudrna seconded. The motion passed.

Stu Murphy appointed Debbie Rowles as the liaison to the MRRL Foundation Board.

B. Evaluation Library Director

Stu advised Elizabeth Beach will send each board member an evaluation form via Survey Monkey. He requested members who have not submitted their written evaluation to complete the form on survey monkey by Friday, January 6. The Executive Committee will meet to review those responses and also meet with Claudia prior to the MRRL board meeting on January 17 to complete the evaluation.

10. NEW BUSINESS

A. Outreach Department Report

Mark Wegman and John Karr gave an overview of the bookmobile and discussion was held regarding the many problems with the bookmobile itself as well as the lack of interest in some areas. Discussion was held regarding improving the library's community service in the rural areas. Stu requested the bookmobile staff put in writing any suggestions they might have for improving this service or revamping the rural community services.

B. Annual Staff Salary Range Adjustment

Elizabeth presented the board with an updated annual staff salary range adjustment indicating the staff received a 2% across the board raise and the adjustments would reflect one-half of that increase. The annual staff salary range adjustments are used for new hires.

11. ANNOUNCEMENTS

Betty Hagenhoff reported a young man gave the library a check in the amount of \$400.00 for books and upkeep of books.

Claudia thanked the board for their service. She also reported she attended the retirement reception for Richard McGonegal, News Tribune Editor. Mr. McGonegal has been a big supporter of the library and wrote many editorials pertaining to the library.

12. ADJOURNMENT

The meeting was adjourned by Stu Murphy at 8:47 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED 1-17-2017