

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
308 East High Street Conference Room
December 18, 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; Ruth Painter-Canada, Treasurer; Vicki Ford, Secretary; Stu Murphy, Member; Debbie Rowles, Member; Kay Kasiske, Member; Valerie Weber, Member; Ithaca Bryant, Member; Megan Eldridge, Member; and Anita Randolph, Member.

Members absent: Kaye Bertels, Bonnie Baker Sabra Paulsmeyer, and Peggy Mulvania.

Also present were: Claudia Cook, Library Director; Betty Hagenhoff, Assistant Director; Lisa Otto, Human Resource Officer; Natalie Newville, Marketing Manager; and Ashley Dudenhoefter, Graphic Artist..

2. PUBLIC COMMENT

None

3. LIBRARY SPOTLIGHT

Natalie Newville, Marketing Manager, presented the highlights of the presentation she gave at the Conference for Marketing and Community Professionals in St Louis. She reported her, Ashley and the Library are getting a lot of national attention. Natalie also provided the members with the feedback from their presentation.

4. APPROVAL OF MINUTES

Change location of the November minutes to reflect the meeting was held at 308 East High Street Conference Room.

Stu Murphy made a motion to approve the minutes of the November 8, 2018 meeting, as amended. Ithaca Bryant seconded. The motion passed.

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.

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

She also reported the Osage County Board has chosen Mid-America Bank for their loan on the new location of the library

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

Claudia reported the MRRL board members were given a tour of the Library and the new space arrangements. Discussion was also held on the low staff morale amid the challenges due to the cramped office space. Claudia reported she is keeping staff informed of what the board is doing to potentially alleviate this situation in the future.

Claudia reviewed her board report with the members. Claudia reported the new minimum hourly wage will have an impact on the Library. She reported a review of staff salaries will need to be done to make the Library competitive.

Claudia reported staff have been recognized for their achievements as follows: Natalie Neville has been appointed to the Capital Region Medical Center board of governors; Courtney Waters has been named to the National Book Selection Committee for the Alex Award; and Ken Satterfield has been inducted into the Science Honor Society.

Claudia lead a discussion on the November statistical report and Betty reported changes have been made with more to come as these are reported based on how the Missouri State Library is reporting them.

7. COMMITTEE REPORTS

A. Ad Hoc Bylaws Committee

No report.

B. Capital Facilities Committee

No report.

C. Executive Committee

Jeff reported on the telephone call to John Chrastka of EveryLibrary.

D. Finance/Fund Raising Committee

No report

E. Foundation

Debbie Rowles reported the Foundation did meet December 13, 2018. The highlights of the meeting were:

- Claudia reported she plans to write a grant to the A. J. Schwartz Foundation for the Osage County Branch as well as funding projects at the new location in Osage County. She indicated the Library will need more money for the storytelling festival as the Schwartz Foundation grant will be less in 2019.

- The Foundation also has an interest in assisting in the replacement of the carpet for the Art Gallery room.
- Although a rough year with the move, the Library celebrated many successes including increase in statistics in many key areas: door count, database use, circulation of materials, and program attendance.
- Plans are underway for the Mini-Golf event to be held February 23. Debbie gave an update on contacting sponsors.
- The annual campaign has raised \$10,000. The Foundation members will be mailing thank you notes out at the next meeting.
- The Foundation has an account balance of \$ 48,905 and the Friends account has a balance of \$ 5,495.42.

F. Marketing/Communications Committee

No report.

G. Planning Committee

No report

8. UNFINISHED BUSINESS

A. Osage County Library Facility

Claudia reported she covered this in her board report in Item 6.

B. Election of 2019 Officer to MRRL Board

Jeff Briggs presented the slate of officers for 2019 as follows: Jeff Briggs, President; Kay Kasiske, Vice President; Ruth Painter-Canada, Treasurer; and Vicki Ford, Secretary. There were no nominations from the floor.

Stu Murphy made a motion to approve the 2019 slate of officers. Anita Randolph seconded. The motion passed.

C. Library Director Evaluation and Contract

Lisa Otto reported she has sent the Survey Monkey to the MRRL board members as well as Library staff. In January she will present the results to the board members. Jeff reported in late January, the Executive Committee will meet with Claudia for her evaluation. She will not be provided a new contract as her current contract is valid one more year

9. NEW BUSINESS

10. ANNOUNCEMENTS

Valerie reported the Jefferson City High School has smart boards that may be available as surplus property. She suggested someone to call them to see if they are available for purchase.

11. ADJOURNMENT

The meeting was adjourned by Jeff Briggs at 7:35 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED 1/15/2019