

MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Osage County Library, 10140D Main Street, Linn, Missouri
February 16, 2016
MINUTES OF THE MEETING

The regular Board of Trustees meeting was called to order at 7:00 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; Jenny Jacobs, Treasurer; Bill Zimmerman, Member; Marge Kudrna, Member; Kay Kasiske, Member; Jane Dolan, Member; Debbie Rowles, Member; Katrinka Goldberg, Member; Barbara Baker, Member; and Kathy Penfold, Member. Also present were: Elizabeth Beach, Human Resources Director; Claudia Schoonover, Library Director; Betty Hagenhoff, Assistant Director; and Tammie Busch, Administrative Practicum Student-University of Missouri-Columbia.

3. PUBLIC COMMENT

There was no public comment.

4. APPROVAL OF MINUTES

Claudia made the following changes to the January 27, 2016 minutes: change "Collections" to "Circulation" in the first paragraph under Item 6 and change "program" to "holiday music program" in the last sentence of the third paragraph under Item 6.

Kathy Penfold made a motion to approve the January 27, 2016 minutes, as amended. Debbie Rowles seconded. The motion passed.

5. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

Jenny Jacobs reviewed the Treasurer's Report with the Board.

Jenny Jacobs moved that the Treasurer's Report and the Monthly Expenditures be accepted as submitted and filed for audit. Barbara Baker seconded. The motion passed.

6. **LIBRARY DIRECTOR'S REPORT – CLAUDIA SCHOONOVER**

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

- Claudia reported having a dynamic staff that has been very busy with new programs such as the Millennial events and the Creative Cuisine Club event.
- Angie Bayne and Claudia have been working to revive the storytelling events. They have received lots of requests from educators to revive this program. Storytelling programs will be held on March 31 and April 1 at participating school locations. Kathy Penfold recommended using storytellers from the high school.
- Claudia attended Legislative Day and she reported that went very well as they received great feedback from the legislatures. She reported there is an amendment to a bill requesting to bring back the 2015 State Aid funds. She also reported the library has a picture of Senator Mike Kehoe reading a book which they have posted on social media.
- Open house was held on January 26 for community leaders. The MRRL Friends of the Library held their membership meeting on January 28, 2016 with 25 individuals joining.
- Branch Manager, Noelle Parker, is in the hospital for the fourth week with preeclampsia. She is expecting her first child. The Osage County Staff is doing an excellent job making sure everything is running smoothly. Rebecca Layton and Robin Russell are splitting duties between them and all three branch staff have increased their hours. The main library is helping by rotating staff for the story time events and helping with the artist reception on February 27.
- MRRL on-line donation function is working. Currently any donations are being made to the Foundation.
- The library is partnering with Phil Stiles at JC Parks and Recreation to have a Little Free Library in Memorial Park. If this goes well, a free little library may be set up at Riverside Park as well.
- Eleven employees were honored at the annual awards breakfast as follows: two for five years; one for ten years; five for fifteen years, and three for twenty years. Betty Hagenhoff received a 20 year award. Claudia advised the library was very fortunate to have such a great and dedicated staff.

7. Manager's Reports

Stu highlighted the manager's reports including the passport program in the Marketing Report and the Lincoln Jazz Ensemble in the Adult Services Report. Claudia reported the Immigrant Stories program has been rescheduled for March 6 from 2:00 pm to 4:00 pm. Claudia also reported Paula Schulte will be mailing a March calendar of events to the board members shortly.

8. COMMITTEE REPORTS

A. Capital Facilities Committee

Marge reported the committee did not meet.

Betty Hagenhoff reported she and Don Kliethermes had met today with Andy Mitchell of Clark Enersen Partners and Lee Tiberghien, Integrated Facility Services (formerly Air Masters), for a project update. The completion of the chiller and cooling tower is scheduled for March 1 although that may be pushed back a week or so due to replacement of an existing valve that was found to be non-functioning and has to be ordered.

B. Executive Committee

Stu reported the Executive Committee did meet in closed session with Claudia Schoonover to present her evaluation. Claudia's employment contract was renewed.

C. Finance Committee

No Report.

D. Foundation

Debbie Rowles reported the Foundation met on February 11, 2016, and the highlights of that meeting were:

- MRRL/ABLE book sale will be March 9 through March 12 at St. Martins with a \$5.00 cover charge the first day of the sale. However, if you join the MRRL Friends of the Library the \$5.00 cover charge is waived. Volunteers are welcome to help at the sale.
- Claudia asked and the Foundation approved \$ 2000.00 to replace a book drop in St. Thomas. Claudia provided other items that the Foundation could help with including the storytelling events; a book drop in Meta, and also assist in funding the replacement of the elevators in the main library.

- Currently the Foundation has \$ 17, 665.58 in the bank account and the Friends of the Library have a bank account balance of \$ 5,634.61. As of February 11, the total amount collected from the annual fund drive was \$ 2,310.00 and monies collected as of February 11 for the mini-golf event was \$ 1,400.00.
- Foundation's mini-golf event will be held Saturday, February 20. The cost is \$ 5.00 per person or \$15.00 for a family of 5. Currently there are 26 hole sponsors but shooting for 36 sponsors. Kathlene Woodruff of the YMCA has donated YMCA memberships for raffle prizes and the Coke Cola Plant will be providing refreshments. Laurelanne Bellezzo will be working the refreshment stand. The Foundation voted to run thank you notes for the sponsors and raffle prizes donors in the JC News Tribune as well as the Osage County paper since there were donors from Osage County also.
- The Foundation received an additional \$ 30.00 from Kathlene Woodruff for the Readers Theatre event.
- Stu asked and Debbie accepted to be the board liaison to the Foundation.

E. Planning Committee

Stu Murphy reported the Planning Committee will be meeting again on March 15 at 6:00 pm. He requested all completed Pre-Planning Deliberations forms be sent to him before that meeting. In addition, he requested that a copy of this form be sent to all members in case someone needs a form to complete.

8. UNFINISHED BUSINESS

A. Meeting Room Policy

Claudia and Betty presented a revised meeting room policy.

Vicki Ford made a motion to accept the meeting room policy as presented. Kathy Penfold seconded. The motion passed.

9. NEW BUSINESS

A. Diversity – Bill Zimmerman

Bill led a discussion on diversity and how he feels it should fit in with the strategic plan. After discussion, Stu advised Bill to include his suggestions and thoughts on the Pre-Planning Deliberations form so that the Planning Committee will have them for review at their next meeting. Stu also welcomed Bill and any other board member to come to the Planning Committee Meeting in March.

B. 2016 Committee Appointments

The following committees were formed for 2016:

AD HOC ByLAWS COMMITTEE

Kathy Penfold, Chair
Adam Veile
Jenny Jacobs

CAPITAL FACILITIES COMMITTEE

Marge Kudrna, Chair
Adam Veile
Jane Dolan
Vicki Ford

EXECUTIVE COMMITTEE

Stu Murphy – President/Chair
Vicki Ford – Vice President
Adam Veile – Secretary
Jennifer Jacobs – Treasurer

FINANCE COMMITTEE

Jennifer Jacobs, Chair
Marge Kudrna
Donna White

FOUNDATION COMMITTEE

Debbie Rowles

PLANNING COMMITTEE

Stuart Murphy, Chair
Debbie Rowles
Bill Zimmerman
Kathy Penfold
Katrinka Goldberg

C. 2015 Budget Adjustments

Betty presented the proposed budget adjustments for 2015 to the board. Kathy Penfold recommended the transfer of unspent funds from the reserve account to the capital improvement fund be shown on the Income Statement for the Operating Fund.

Vicki Ford made a motion to accept the 2015 Budget Adjustments as presented. Marge Kudrna seconded. The motion passed.

D. Salary Administration – Class/Grade Table

Elizabeth presented the Board with the Salary Administration – Class/Table Grade effective January 1, 2016 which includes the 2% salary adjustments for staff.

10. ANNOUNCEMENTS

A. Claudia reported Taryn Prewitt has gone from full-time to part-time after approximately 35 years with the library. She has requested no retirement party until she stops working part-time. Claudia reported Taryn was the originator of the storytelling, capitol cultural events, and the Renaissance Festival.

B. The Friends of the Library will meet next on April 28, 2016. Tammie Busch is helping and has a speaker lined up to talk about the Carnegie libraries.

11. ADJOURNMENT

The meeting was adjourned by Stu Murphy at 8:24 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED 3-15-2016