

MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
308 East High Street Conference Room
February 19, 2019
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; Vicki Ford, Secretary, Ruth Canada, Treasurer, Debbie Rowles, Member; Ithaca Bryant, Member; Kaye Bertels, Member; Bonnie Baker, Member; Peggy Mulvania, Member; Chuck Lahmeyer, Member; and Anita Randolph, Member.

Members absent: Stu Murphy, Valerie Weber, and Sabra Paulsmeyer.

Also present were: Claudia Cook, Library Director; Betty Hagenhoff, Assistant Director; Natalie Newville, Marketing Manager; Noelle Parker, Osage County Library Manager; Lisa Otto, Human Resources Officer; and Attorney Kent Brown.

Jeff Briggs welcomed Chuck Lahmeyer who was recently appointed to the board.

2. PUBLIC COMMENT

None

3. APPROVAL OF MINUTES

Anita Randolph made a motion to approve the minutes of the January 15, 2019 meeting. Ruth Canada seconded. The motion passed.

4. LIBRARY SPOTLIGHT: NOELLE PARKER, OSAGE COUNTY LIBRARY MANAGER

Noelle welcomed everyone to the Osage County Library. Noelle spoke on her experience attending the annual Rural and Small Library National Conference.

5. EXPLANATION OF BUILDING CORPORATION: KENT BROWN, ATTORNEY

Chairman Jeff Briggs moved Item 9A of the Agenda to Item 5.

Kent Brown gave an explanation of why the corporation was established and how it operates. He reported the building corporation was established for the financing of the new location of the Osage County Library and the corporation can be utilized for a Jefferson City location as well. The corporation will consist of a board and Claudia Cook will be the incorporator. Claudia reported she will be appointing the Assistant Director to the board along with one member from each of the JC, Cole and Osage Boards. She recommended if anyone wanted to serve to contact her.

Betty reported the loan, financed by Mid-America Bank, will be repaid in 20 years at approximately 5% interest rate. At the time the loan is paid the location goes from the corporation to the Osage County Library Board. She reported the monthly payments for the loan are the same as the monthly rental for the current location.

Claudia reported Kent was very helpful during the crises at the Annex Building.

6. 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.

Chuck Lahmeyer moved that the Treasurer’s Report and the Monthly Expenditures be approved. Kay Kasiske seconded. The motion passed.

7. LIBRARY DIRECTOR’S REPORT (Attachment C)– CLAUDIA COOK

Claudia reviewed her board report with the members.

Claudia reported the date for completion of the evaluations was extended to February 15, 2019.

Claudia reported the polling by Axiom Strategies has been completed and the results will be reviewed by the Executive Committee and also with John Chrastka of EveryLibrary.

The Homebound Delivery Program has seven volunteers. Claudia reported the Outreach Department will deliver in Osage County and the MRRL Friends will deliver in the Jefferson City Area. Claudia reported she will be attending the Osage County Library’s monthly staff meetings as well as Friends of Osage County Library monthly meetings which are held on the same day.

Claudia reported the Library still has access to the Annex parking lot. The parking rental is now \$1480 and \$480 will be set aside each month to recoup the security deposit still owed to us.

Discussion was held on the minimum wage increase and how it will affect salaries. Discussion also was held on closings due to bad weather, staff complaints regarding the time of the closings, and patrons requesting a phone message when the library closes or closes early.

Natalie gave an explanation as to why the January 2019 social media stats were higher than January 2018. She referred to her Marketing Report which covered this change.

8. COMMITTEE REPORTS

A. Ad Hoc Bylaws Committee

No report.

B. Capital Facilities Committee

No report.

C. Executive Committee

Discussion was held on the polling completed by Axiom Strategies.

D. Finance/Fund Raising Committee

No report

E. Foundation

Debbie Rowles reported the Foundation did meet February 14, 2019. The highlights of the meeting were:

- Discussion at the meeting primarily focused on finalizing plans for the mini-golf event for February 23. There are 36 hole sponsors for this event.
- The Foundation approved \$5,000 for the Storytelling Festival.
- The Foundation has an account balance as of January 31, 2019, in the amount of \$ 54,167.92 and the Friends account has a balance of \$ 6,188.32. Debbie reported receipt of \$ 100 from Quaker Windows & Doors to help with the moving of the Osage County Library to its new location.

F. Marketing/Communications Committee

Natalie gave a report on the discussions held during the Marketing Committee Meeting on February 12, 2019. She reported the Library has switched from EMMA to SAVANNAH for its email service. Savannah was built for and specific to libraries.

Natalie reported the Library will be completing paper surveys to create a satisfaction baseline after library programs. This form will eventually be automated.

Claudia reported even though the Library's circulation numbers had decreased, according to the stats on the Missouri State Library website, MRRL has the highest circulation numbers for medium size libraries in the State.

Natalie reported radio ads began promoting signing up on-line for library cards. She reported the number of library cards requested were: 12 in November, 15 in December, and 37 in January.

G. Planning Committee

No report

9. UNFINISHED BUSINESS

A. Osage County Library Facility

Covered under Item 4 and 9A.

10. NEW BUSINESS

A. Public Policy Updates

The Exhibits Policy was tabled until March meeting.

A motion was made by Kay Kasiske to approve the Community Board Policy, the Test Proctoring Policy, and the Collection Development Policy as presented. Vicki Ford seconded. The motion passed.

11. ANNOUNCEMENTS

Betty reminded everyone of the Library's book sale in March and more help was needed on Wednesday, March 13. She reported that in 2018 the MRRL Library had been putting on the book sale for 20 years. She reported ABLE had done it a year or two before MRRL took it over. Betty reported there would be free access to any books left over after the 1:00 pm closing time.

12. ADJOURNMENT

The meeting was adjourned by Jeff Briggs at 7:56 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED 3/19/2019