

**JMISSOURI RIVER REGIONAL LIBRARY**  
**BOARD MEETING**  
**Annex Conference Room, 209 Adams Street**  
January 17, 2017  
**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, Secretary; Katrinka Goldberg, Treasurer; Marge Kudrna, Member; Jane Dolan, Member; Debbie Rowles, Member; Kay Kasiske, Member; Valerie Weber, Member; Jenny Jacobs, Member; and Jeff Briggs, Member. Also present were: Claudia Schoonover, Library Director; Betty Hagenhoff, Assistant Director; Elizabeth Beach, Human Resource Director; and Angela Bayne, Children's Librarian.

**2. PUBLIC COMMENT**

There was no public comment.

**3. APPROVAL OF MINUTES**

Valerie Weber made a motion to approve the minutes of the December 20, 2016 meeting. Marge Kudrna seconded. The motion passed.

**4. LIBRARY SPOTLIGHT – ANGELA BAYNE, CHILDREN'S LIBARIAN**

Claudia introduced Angie Bayne to the Board. Angie has worked for the library for seven years and was originally hired by Claudia. Angie is working hard to make the Children's Department better for the community which changes include having children picture book bins.

Angie presented the board with an electronic presentation of the changes she and her staff have made and will be making in the Children's Department. Her presentation was called "Changes Are Afoot in the Children's Department". The changes included: bins for picture books, shifting fiction and non-fiction books, placing audio books on top shelf right above the appropriate books, putting beginning chapter books between fiction and non-fiction books, and placing easy reader nonfiction books on shelf along wall. She also reported her plans for 2017 include: the picture bins, integrate illustrated fiction and fairy tale books into the picture books, rearrange the department with having the staff desk facing the entire room, narrow focus of the parent/teacher room by having only books in this room that are geared for parent helping the child. Angie and Claudia reported display shelving has been obtained from Barnes and Noble which has closed their store. Angie welcomed all board members to visit and tour the Children's Department any time.

## **5. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES**

Katrinka Goldberg 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.

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

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

- Claudia reported she closed the Library Friday and Saturday based on the weather report of an ice storm. She also reported Monday was a federal holiday and as a result the Library was very busy Sunday and Tuesday.
- Claudia attended the annual Missouri Public Library Director's meeting at the Lake, attended a small to medium size library director's meeting in Camdenton, and attended extended meetings on December 1 and December 2. She reported the newly elected Secretary of State, Jay Ashcroft, addressed the group. Claudia felt these meetings were very beneficial to her.
- Claudia helped the evening of December 2 with the Library's participation in the Downtown's Living Windows festivities by making and serving over 100 cups of hot chocolate. Claudia reported next year she will have more help from staff and the Friends of the Library group.
- The Osage County Board met in December and toured two locations with the possibility of moving to a larger space.
- Claudia, Betty, Stu, and Kit spent quite some time working on the plan for the January 7 retreat. It was a great retreat and very beneficial for the board and the library.
- Claudia has been handling Facebook and working with the News Tribune in Paula Schulte's absence. Taryn Prewitt has taken over the program calendar.
- Claudia reported she has been busy writing evaluations and meeting with managers to discuss their performance for 2016 and their goals for 2017.
- Staff moved shelving donated by Barnes and Noble to a storage building located in Apache Flats.

## **7. COMMITTEE REPORTS**

### **A. Capital Facilities Committee**

Marge advised the Committee did not meet. Betty reported the last piece for the alarm has been installed and she has released the retention check to Air Masters.

**B. Executive Committee**

Stu reported the Executive Committee did meet on December 9, 2016, to discuss Bill Zimmerman's resignation. Stu recommended postponing the Executive Meeting scheduled this evening regarding the Library Director's Evaluation as the trustees have not had time to review board member's comments. He reported the trustees have received the staff responses to the evaluation survey. The date and time of the Executive Committee Meeting will be determined at a later date.

**C. Finance Committee**

No Report.

**D. Foundation**

Debbie Rowles reported the Foundation met on January 12, 2017, and the highlights of the meeting were:

- The Foundation directors would like a copy of the minutes from the MRRL Board Retreat held on January 7, 2017. Stu advised that Claudia Schoonover and Kit Freudenberg will be meeting Thursday to work on the minutes. When finished they will send a copy to all MRRL and Foundation members.
- The Foundation approved donations to the library as follows: a donation of \$3500 toward the updating of the teen zone; \$1500 for the Storytelling Festival; and \$500 to the Miss Jubilee program in February.
- As of December 31 the Foundation's assets were \$ 32,339.46. The Friends of the Library had a balance of \$ 5,612.72.
- The Foundation is almost finished with their Sponsorship Guidelines for giving a donation. Adam Veile's company will be putting the finishing touches to these guidelines and copies will be distributed. Debbie asked Claudia if she would send an electronic version of the guidelines to each MRRL board member as well as each Foundation member. Claudia advised if any MRRL board member has any comments or suggestions; please send them to Rachael Preston.
- Foundation's mini-golf fundraiser will be held on February 25 with March 4 as the alternative weather date. The Foundation has already received \$ 150.00 each from Naught & Naught and Scheppers Trucking. If anyone knows of someone who would like to be a hole or tee sponsor please let Debbie know.

- Foundation is planning to have their meeting in March in the evening in order to discuss what projects to work on for 2017. The MRRL Board of Trustees is invited to attend that meeting if they wish to do so. The Foundation directors would like to know what the MRRL trustees' expectations are of the Foundation. The Foundation only has eight directors at this time. If anyone knows of someone to serve on the Board, please let one of the Foundation directors know. Debbie advised she will send via email each MRRL board trustee a copy of the Foundation Directors Responsibilities and Expectations.

**E. Planning Committee**

Stu reported Kit Freudenberg and Claudia Schoonover will be meeting Thursday to work on the minutes from the January 7 retreat which will be shared with the Planning Committee as well as the MRRL board. The Planning Committee will meet prior to the MRRL board meeting in February.

Betty passed out a corrected 5-year Circulation Count and Door Count along with a 5-year Service Statistics Comparison as dictated by the MRRL board at the Retreat. Jeff Briggs recommended having an annual report of the number of card holders and active card holders. Claudia passed out a report from Elizabeth Beach showing the basic turnover information from 2011 through 2016. The report is based only on full time employment.

Jeff asked about the "assignments" that was recommended at the retreat. Stu advised that will be postponed until after the minutes from the retreat are finished and distributed. Stu welcomed all trustees to attend the Planning Committee Meeting in February.

**8. UNFINISHED BUSINESS**

**A. Evaluation Library Director**

The Executive Committee will meet at a later date to present the Library Director with her evaluation.

**9. NEW BUSINESS**

**A. Osage County Facilities Update**

Katrinka Goldberg, Osage County Board President, presented the MRRL board with a financial report for the Osage County Library as well as a Collection and Use Statistics report. She reported the Osage County Board decided not to move the Osage County Library from its current location as it was not financially feasible. The board wishes to build their own building in the future. In the meantime plans will be made to remodel the current location along with rearranging the space. Betty Hagenhoff reported about 10% of the expenditures are for the Osage County Library.

**B. Cell Phone Reimbursement Policy**

Claudia presented the board with a cell phone reimbursement policy. After discussion the board trustees recommended changing the heading to “On-call Phone Stipend Policy”; changing “cell” to “on-call” in first sentence under Policy; and adding “on-call” after the word “monthly” in last sentence under Procedure.

Kay Kasiske made a motion to approve the On-Call Phone Stipend Policy, as amended. Vicki Ford seconded. The motion passed.

**10. ANNOUNCEMENTS**

In response to Stu Murphy’s question regarding Paula Schulte’s position, Elizabeth reported she has received 6 or 7 letters, resumes, and in some cases applications for the job. The deadline to respond is February 5, 2017.

Stu Murphy reported Jane Dolan has submitted a letter of resignation. A new board member will need to be appointed for Osage and JC/Cole County.

Vicki Ford complimented Claudia on the hiring of Angie Bayne as the Children’s Librarian as the department was missing someone like her.

Betty Hagenhoff reported the MRRL/ABLE book sale will begin on March 8.

Claudia reported Miss Jubilee will have a Valentine event at the Library on February 18.

**11. ADJOURNMENT**

The meeting was adjourned by Stu Murphy at 8:26 pm. Minutes of the meeting were submitted by Judy Speidel.

**APPROVED 2/21/2017**