

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
308 East High Street Conference Room
January 15, 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; Debbie Rowles, Member; Kay Kasiske, Member; Valerie Weber, Member; Ithaca Bryant, Member; and Anita Randolph, Member.

Members absent: Megan Eldridge, Stu Murphy, Vicki Ford, Ruth Canada, Kaye Bertels, Bonnie Baker, Sabra Paulsmeyer, and Peggy Mulvania.

Also present were: Claudia Cook, Library Director; Betty Hagenhoff, Assistant Director; and Natalie Newville, Marketing Manager.

2. PUBLIC COMMENT

None

3. APPROVAL OF MINUTES

Recommendation was made to change the last sentence in Item 8C as follows:
“She will not be provided a new contract as her current contract is valid one more year”.

Valerie Weber changed her report in Item 10 to read as follows: Valerie reported the Jefferson City High School has smart boards that may be available as surplus property. She suggested someone might want to call them to see if they are available for purchase.

Valerie Weber made a motion to approve the minutes of the December 18, 2018 meeting, as amended. Debbie Rowles seconded. The motion passed.

**4. TREASURER’S REPORT AND APPROVAL OF MONTHLY EXPENDITURES
(Attachments A & B)**

Betty Hagenhoff reviewed the Treasurer’s Report, attachments A and B with the Board.

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

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

Claudia reviewed her board report with the members.

Claudia reported if Tony Weldon does not return the deposit, Attorney Kent Brown recommended the Board will need to decide if they want to take it further which will be expensive. Valerie recommended the Attorney write a follow-up letter to Ms. Weldon regarding returning the deposit. She suggested that we could possibly apply the deposit towards the parking lot rent. Jeff asked that we get the Attorney's thoughts on doing that. Claudia reported she will ask Kent about this and get back to the board.

Claudia reviewed the Statistical Report with the board members indicating most of the stats are down including circulation, door count, and physical items in circulation. However, there has been an increase in E-Materials and program numbers were up.

She recommended the members read Noelle Parker's Osage County Board Report, as Noelle has given a very thorough report on what the Library has done to obtain ideas for the new location.

Claudia referred the members to a lovely comment from patron, Nancy Carso.

Discussion was held on the comment from Karl Drewel who has requested the Library subscribe to the Washington Post. Claudia reported one other patron has asked for the paper as well. She reported the paper copy of the Washington Post runs one or two days behind and the on-line version is current. The board members agreed not to get the paper copy if it is two days behind. Debbie Rowles reported the Foundation probably would not pay for the subscription unless there were more readers who wanted it.

Jeff asked about the small number of volunteer hours in the statistical report and whether the Library is okay with that. Claudia reported the volunteers from the MRRL Friends may not be counted. Claudia and Betty will do some research on that.

Valerie questioned the statistics for Wireless Access as the percentage was 348.1%. Betty reported she will look into that as well.

6. COMMITTEE REPORTS

A. Ad Hoc Bylaws Committee

No report.

B. Capital Facilities Committee

No report.

C. Executive Committee

Jeff gave a report on the conference call with Aaron Baker, Axiom Strategies, and Titus Bond, of Remington Research Group. Jeff reported that he and the committee were very impressed with them. He indicated they have a lot of experience and they were told Axiom Strategies was the best we could get in Missouri. Jeff and Claudia explained Axiom's procedures for the polling and the Foundation's willingness to pay for this polling.

Valerie Weber made a motion to hire Axiom Strategies to conduct a polling for MRRL with funding coming from the MRRL Foundation. Kay Kasiske seconded. The motion passed.

D. Finance/Fund Raising Committee

No report

E. Foundation

Debbie Rowles reported the Foundation did meet January 10, 2019. The highlights of the meeting were:

- The Foundation approved paying \$ 5,500 for the first polling and will consider paying for a second polling, if there is a need for a second poll.
- The Foundation has an account balance as of December 31, 2018 in the amount of \$ 52,538.64 and the Friends account has a balance of \$ 5,768.32
- Debbie reported the Foundation's mini-golf event will be held on February 23. She reported over 200 participated in 2018. For those who don't want to play golf, there is a raffle. Natalie pointed out the sponsors of the mini-golf are listed on the back of the February calendar.
- Debbie reported two individuals have joined the Foundation board: Jennifer Schroeder and Nicole Will.
- Foundation is looking into having a central email account. Natalie indicated that it will probably be Foundation@mrml.org.
- Jeff thanked the Foundation for their help.

F. Marketing/Communications Committee

Natalie reported the radio ads have been switched. They are advertising how the Library can fit into your busy life by applying on-line for a library card. Jessica Wieberg had reported to Natalie there were a huge number of on-line card applications (12 in a weekend) right after the ads aired. Jeff would like to have an email advising when the ads will run as he would like to hear them.

After discussion was held on whether to do polling in Cole and Osage County, it was decided to poll only individuals in Cole County.

G. Planning Committee

No report

7. UNFINISHED BUSINESS

A. Osage County Library Facility

Betty Hagenhoff reported staff has been visiting other libraries to get ideas on how to set up the new location. She reported Scruggs Lumber has done a floor plan. Betty reported the other libraries recommended having lots of natural light. She reported the new location is limited on natural light and the plan is to increase that.

Betty also reported they wanted to have a meeting room accessible from outside for after-hours use. To make that possible we would need to add another restroom that would be accessible from the meeting room.

Claudia reported she is asking for a \$75,000 grant from A. J. Schwartz Foundation to help in the cost of the remodeling. She also reported Attorney Kent Brown is establishing a corporation for the purchase of this location. Anita asked about the purpose of the corporation. Betty explained that the Library legally cannot go in debt without voter approval. The corporation will purchase the building and lease it back to the Library. After the loan has been repaid, the corporation will return ownership of the building to the Library.

B. Library Director Evaluation

Jeff reported the library director's evaluation will be for her performance in 2018. He advised Claudia's two year contract will end December 31, 2019. He reported the evaluation will be done by the Executive Committee in closed session.

8. NEW BUSINESS

9. ANNOUNCEMENTS

Claudia reported she made a decision to close the Library at 1:00 pm on January 11 and all day on January 12 due to the weather. The Library was open normal hours on Sunday.

Betty reported the Library will have a book sale on January 25, January 26 and January 27. She reported there are open slots for help and Miss Missouri High School will be putting in some service hours.

Discussion was held on possible plans for further expansion of the main library or adding another facility.

Claudia advised she asked Aaron Baker of Axiom on whether to change the Library's brand but he recommended no change. Natalie advised they are changing the icon a little. The new icon will only show the words: Missouri River Regional Library.

10. ADJOURNMENT

The meeting was adjourned by Jeff Briggs at 7:32 pm. Minutes of the meeting were submitted by Judy Speidel.

THE MINUTES HAVE NOT BEEN APPROVED BY THE MRRL BOARD OF DIRECTORS AND THEREFORE ARE SUBJECT TO CHANGE.