

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Annex Conference Room, 209 Adams Street
January 20, 2015
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 7:03 p.m. by Abbey Rimel, President. Judy Speidel, Administrative Assistant, was present to take the minutes.

1. ROLL CALL OF MEMBERS

Members present were: Abbey Rimel, President; Lyle Rosburg, Treasurer; Marge Kudrna, Member; Debbie Rowles, Member; Vicki Ford, Member; Nicoll Clarkson, Member; William Zimmerman, Member; Donna White, Member; and Kathy Penfold, Member. Also present were: Claudia Schoonover, Library Director; Betty Hagenhoff, Assistant Director; Elizabeth Beach, Human Resource Director; and Paula Schulte, Library Marketing Coordinator.

2. PUBLIC COMMENT

There was no public comment.

3. APPROVAL OF MINUTES

Abbey requested changing “flow” to “organizational” in the second sentence in Item 7A of the December 16, 2014 minutes.

Debbie Rowles made a motion to approve the minutes of December 16, 2014, as amended. Donna White seconded. The motion passed.

4. LIBRARY SPOTLIGHT: Paula Schulte, Library Marketing Coordinator

Claudia introduced Paula Schulte to the Board. Paula gave a brief bio along with the library’s plans to increase awareness in the community, increase the library’s supporters by bringing back the Friends of the Library group, and increasing digital presence by working with radio stations, television stations, and newspapers to promote awareness in the community.

5. TREASURER’S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

Lyle Rosburg reviewed the Treasurer’s Report with the Board.

Lyle Rosburg moved that the Treasurer’s Report and the Monthly Expenditures be accepted as submitted and filed for audit. Vicki Ford 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 attending the MPLD meeting at the Lake of the Ozarks. She reported the meeting ran from Thursday at noon until Friday at noon and was relevant to library directors. She advised the highlight of the meeting were the sessions on Human Resources issues which is a new area of growth for her. She reported there will be another meeting in June which possibly will be held in Sedalia at the refurbished Carnegie Building.
- Claudia reported the library was extra festive this year with staff making book ornaments for the Christmas tree and the Living Windows event was extended down to the Library. She reported they already have plans for next year with Mark Wegman, hopefully, being Santa. She advised they had a photo display for the living windows and plan to use that display again during National Library Week.
- Claudia reported Paula began work on December 1, 2014 as the Library's new Marketing Coordinator.
- Claudia reported Vicki Ford and Marge Kudrna attended the Library staff Christmas dinner. She reported some of the staff did not realize they were board members so she has ordered name tags for board members. If anyone did not get a tag, she advised to let her know and she would be glad to order one. She reported each department takes turns with the responsibilities of the event and next year the Osage County Library will take on this responsibility.
- Claudia reported she has now turned over the collection duties to Kathy Morehouse. She advised the Board that Kathy brings 22 years of collection development experience to the job and has been like a collection assistant to her in the last 15 years.

7. **COMMITTEE REPORTS**

A. **Capital Facilities Committee**

Nicoll advised the committee did not meet. However, she advised the pictures on Facebook showed the ceiling had been removed from the first floor of the library. She also reported the completion date of the work will be March 17, 2015 and it appears the electrical switch will be done during the week of the book sale. Vicki reported it was great to have the ceiling removed on Monday when the library was closed due to Martin Luther King's birthday. Betty Hagenhoff reported there will be times when sections of the library will be closed due to repairs being done in the ceiling.

C. Executive Committee

No Report.

D. Finance Committee

No Report.

E. Foundation

Debbie Rowles reported the Foundation had, as of December 31, 2014, a total balance of \$ 10,875.38. She reported the Foundation received a check in the amount of \$ 1200.00 from Command Web and a \$100.00 check from Frank and Betty Masters which checks had not been deposited as of the date of the Foundation Meeting.

Debbie reported Claudia was working on the application for a \$7,000.00 grant from AP Green Foundation to purchase a digital microfilm reader for the Osage County Library. Debbie reported the deadline for filing the application was March 13, 2015 for a May grant.

Debbie reported the annual appeal letter will be sent out in March. She advised that the list of those to receive the letter will also include the MRRL Board Members. She also indicated the letter will contain a paragraph about donations through wills and trusts. Debbie reported Paula Schulte will be adding a contribution component to the MRRL website.

Debbie reported Claudia has made several suggestions for a fund raising project for 2015 and, after discussing with staff, she will notify the Foundation Board of a project for the year.

Debbie reported the Mayor's Run for Reading had to be rescheduled to May 2 due to competition from other runs already scheduled. She indicated if anyone wanted to run or help out, please let the Foundation know. Debbie indicated the Mini-Golf event will be held on February 21, 2015.

Debbie reported Claudia is working on getting information regarding the Carnegie Building and will be doing a presentation at the February Foundation meeting.

Debbie reported the Foundation also was looking to recruit new members and if anyone knows of someone who might want to join, please let her know. She advised the Foundation can have up to 20 members on its Board.

- E. Planning Committee**
No Report.

8. UNFINISHED BUSINESS

A. Revised Organizational Chart

Claudia presented the Board with an organizational chart showing which positions she supervises (copy attached to these minutes). She identified for the Board the names of the individuals directly under her supervision. In response to the Board's request, she advised she would make a more detailed organizational chart and present this at the next meeting.

9. NEW BUSINESS

A. Salary Administration – Class/Grade Table (Attachment D)

Elizabeth presented the Board with an updated Salary Class/Grade Table which reflects a 1% increase. She did indicate the staff would be getting a 2% increase in pay but the table only reflects one half of that amount which is what they have been doing since 2004.

Discussion was held regarding the difference in pay ranges and lower wages. In response Lyle recommended a salary survey be conducted. Elizabeth reported the survey would be done this year.

10. ANNOUNCEMENTS

A. MRRL/ABLE BOOK SALE

Betty advised the MRRL/ABLE book sale will be held March 11 to March 14. Betty reported one change regarding the charge for Wednesday night. She reported the charge would be \$ 5.00 per person regardless of age. She advised there were two reasons for the change: Wednesday night is so crowded they wanted to discourage people bringing strollers to the sale for that night only; and this an attempt to raise more funds since this is ABLE's big money maker and the money has dropped off the last couple of years.

Betty also advised that the week of the book sale is also the week the library will be closed a couple of days due to construction which would help in that staff can work the book sale while the building was closed.

11. ADJOURNMENT

Abbey Rimel adjourned the meeting at 8:00 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED February 17, 2015