

**MISSOURI RIVER REGIONAL LIBRARY  
BOARD MEETING  
Annex Conference Room, 209 Adams Street  
January 27, 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; Adam Veile, Secretary; Jenny Jacobs, Treasurer; Abbey Rimel, Member; Bill Zimmerman, Member; Donna White, Member; Marge Kudrna, Member; and Kathy Penfold, Member. Also present were: Elizabeth Beach, Human Resources Director; Claudia Schoonover, Library Director; Betty Hagenhoff, Assistant Director; Paula Schulte, Marketing Coordinator; Tammie Busch, Administrative Practicum Student-University of Missouri-Columbia; and Brittany Ruess, News Tribune Reporter.

**3. PUBLIC COMMENT**

There was no public comment.

**4. APPROVAL OF MINUTES**

Vicki Ford made a motion to approve the December 15, 2015 minutes. Abbey Rimel 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. Kathy Penfold seconded. The motion passed.

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

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

- Claudia introduced Tammie Busch an administrative practicum student from the University of Missouri-Columbia. Tammie will be shadowing Claudia and Betty as well as working with Paula and Elizabeth thru April. Tammie previously worked for the library in Circulation and Technical Service during the late 90's.

- In December, Claudia attended the Missouri Public Library Director's meeting at the Lake of the Ozarks. Claudia highlighted a presentation given by John Chrastika from *Every Library* in Chicago who works with staff and library board trustees several months before an election to help libraries win levy increases. She believed he would be someone to consider hiring to assist in obtaining any future levy increase. Claudia reported she was asked to serve as Secretary for the Missouri Public Library organization for 2016 and will eventually move up to Vice-President and then President.
- Claudia reported the library had done more decorating this year for the holidays and also participated in the Living Windows event which brought in over 100 people to the library that evening. A holiday music program sponsored by the library was also held at the Grace Episcopal Church.
- Betty, Don, and Claudia meet with the chiller/cooling tower contractors and everything is going very smoothly. Claudia reported that the alley may be closed a day or two due to a large crane coming in but the library will give neighbors, staff, and patrons advance warning when that occurs.
- A reception was held on January 26 for community leaders. Although about 25 RSVP's were received, only seven showed up. Bill asked for a list of leaders that were invited.
- Claudia reviewed the public comments with the board trustees. She also reported receipt of \$300.00 for the PCC department because a patron felt she had received such great service from the PCC staff in her attempt to secure a new job.

**7. HUMAN RESOURCE DIRECTOR'S REPORT – Elizabeth Beach**

Elizabeth reported the discussions with insurance companies have been very intense. She reported the library will keep United Healthcare for health insurance. However, a lot of issues have developed regarding the supplemental life insurance; therefore, the library has chosen Principal for vision insurance, life insurance for staff, and supplemental life insurance. Elizabeth reported she is still waiting for information from the company regarding disability insurance for staff. She reported she has noticed more employees are going to the Health Savings Account this year. She also reported health insurance premiums have gone down about 5% this year.

**8. COMMITTEE REPORTS**

**A. Capital Facilities Committee**

Marge reported the committee did not meet and indicated Claudia already gave an update on the renovations currently being done in her report.

**B. Executive Committee**

Abbey reported the Executive Committee did meet on January 7, 2016 and the Committee will be meeting this evening following the JC/Cole Board meeting regarding the Director's evaluation.

**C. Finance Committee**

No Report.

**D. Foundation**

Claudia reported the Foundation met on January 14, 2016, and the highlights of that meeting were:

- Focus was on the mini-golf event to be held on February 20 with a weather-related date of February 27 and getting 36 sponsors for the 18 holes of golf.
- Claudia gave an update on the Foundation's retreat held on January 12 to kick around ideas for reaching out to the community. The library is now spotlighted every month in the City Magazine.
- Ellen Rutledge was elected President of the Friends of Missouri River Regional Library.
- Foundation's annual fund drive did better this year than previous year. The letter targeting 250 people raised about \$ 2,000.00.
- The Foundation members requested that the News Tribune do an article on the Foundation president.

**E. Planning Committee**

Stu Murphy reported the Planning Committee did meet prior to the MRRL board meeting to begin work on the strategic plan for 2017-2020. He requested that each board member complete a Pre-Planning Deliberations form before the February 16 board meeting.

**8. UNFINISHED BUSINESS**

**A. Director's Evaluation and Contract**

Abbey reported the Executive Committee will meet in Closed Session for the director's evaluation following the JC/Cole Board meeting.

**9. NEW BUSINESS**

**A. Marketing Plan Overview – Paula Schulte**

Paula recommended the following as reading material for board trustees for developing a market plan: Rising to the Challenge on Libraries/Re-Envisioning Public Libraries; The Public Library; and Experiences: The 7<sup>th</sup> ERA of Marketing.

Paula presented the MRRL Board directors with a copy of Living the Library Life, Missouri River Regional Library Marketing Plan. Stu reported the plan looked great and was in line with a lot of the conversations that he and Claudia have had. Adam complimented Paula on keeping the logo and colors consistent with the library's image.

Claudia reported Paula is now taking over the process of producing the monthly calendar. Claudia has asked Paula to come up with a more professional looking calendar rather than a seasonal calendar. Abbey indicated it did have a much more professional look to it.

Vicki asked about the legal aspect of printing titles of movies in the calendar. Claudia indicated the library prints the titles on the paper calendar but not to the on-line calendar. This keeps within the guidelines of the Public Performance Movie License.

## **10. ANNOUNCEMENTS**

- A. Claudia reported the Author Talk-Immigrant Stories program has been rescheduled to Sunday, March 6, from 2:00 pm – 4:00 pm. She reported three authors from St. Louis will be featured along with about 8-10 people speaking on their recent immigration experiences.
- B. The Foundation's mini-golf event will be held on February 20 with a weather-related alternative date of February 27. Claudia reported the Foundation would be very pleased to see several board members in attendance.
- C. Betty reported the annual MRRL/ABLE book sale will be held March 9 through March 12 and volunteers were always welcome. She reported the actual work will begin on March 7 at the library.
- D. Claudia gave an update on Noelle Parker's medical condition and indicated she is working with the Linn Branch getting organized during Noelle's absence.

E. Jenny Jacobs reported Nancy Wiley's mother passed away last night. Nancy is the MoWins Program Manager at the State Technical College of Missouri.

F. Stu reported the next MRRL board meeting will be held at the Linn Osage County Library on February 16, 2016.

#### **11. ADJOURNMENT**

A motion was made by Donna White to adjourn the meeting at 7:51 pm. Vicki Ford seconded the motion. The motion passed. Minutes of the meeting were submitted by Judy Speidel.

**APPROVED 2-16-2016**