

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Annex Conference Room, 209 Adams Street
July 17, 2018
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 6:00 pm by Kay Kasiske, Vice-President. Judy Speidel, Administrative Assistant, was present to take the minutes.

1. ROLL CALL OF MEMBERS

Members present: President; Kay Kasiske, Vice-President; Vicki Ford, Secretary; Ruth Canada-Painter, Treasurer, Stu Murphy, Member; Ithaca Bryant, Member; Anita Randolph, Member; Bonnie Baker, Member; Debbie Rowles, Member; Megan Eldridge, Member and Kaye Bertels, Member. Members absent: Jeff Briggs, Valerie Weber, and Peggy Mulvania. Also present were: Claudia Cook, Library Director; Betty Hagenhoff, Assistant Director; Lisa Otto, Human Resource Officer; Natalie Newville, Marketing Manager; and Dan Hostetler, Owner of Deutches Heim.

2. PUBLIC COMMENT

3. MRRL Foundation Update – Foundation President Kathlene Woodruff

Betty Hagenhoff reported Kathlene was ill and unable to attend this meeting. She will present her report at a later meeting.

4. Osage County Library Facility

Claudia reported she needed to leave early so she requested moving Item 9A to Item 4 as it was an important item to discuss. She then introduced Dan Hostetler, owner of the Deutches Heim building in Osage County. She reported Mr. Hostetler would like to sell the Deutches Heim building for \$370,000 to be used as the Osage County Library. Claudia advised she toured the building in May along with Betty, Bryan Dunlap, Kay Bertels and Debbie Rowles. Claudia presented photos to the Board of the building and Dan Hostetler provided a satellite view of the area. She reported the Osage County Library Board is recommending the purchase this building.

Debbie Rowles reported this recommendation came from the Capital Facilities Committee Meeting to take a look at the Deutches Heim building for a location for the Osage County Library and the committee allowed them to start the procedure to buy the building. Claudia, Noelle Parker, and the members of the Osage County Library Board presented the pros and cons for purchasing the building. They reported one of the goals of the strategic plan was for Osage County Library to own their own building.

Dan Hostetler gave a description of the building construction along with the square footage of the inside area. He reported he plans to have an inspection done on the roof to see if anything needs repair before selling the building. He also reported that he had replaced one of the compressors on one of the HVAC units. Dan also reported on some of the plans for the rest of the area around the building. He indicated his son wanted to have a coffee/deli shop and Dan wanted to build a construction headquarters building. He advised he would like six months to build these buildings, but he could do it in three months.

Betty presented an Expense Analysis for the Osage County Branch which shows an increase in operating costs for the new building of \$ 34,642. Claudia reported the library could move in as is and no increase in staff or time at this point. However, they have included an additional ½ time employee just in case there is an increase of foot traffic. She also reported there is a very supportive friend's group (FOCL) who would be willing to assist in helping financially. Debbie reported the Foundation would be glad to help also.

Noelle encouraged members of the board to tour the building. She reported there was a need for a more private meeting room to use for library events and patrons to use after hours. She also reported there was a need for additional space at the library.

Claudia reported she would need to discuss the move with the current landlords as lease does not expire until 2019. She reported the purchase of the Deutches Heim building was a great opportunity and Debbie reported the Osage County Board voted unanimously to bring to the board for purchase. Bonnie reported she lives in Linn and had driven in the area looking at potential locations to buy land and build. She reported there was absolutely nothing plus it would cost more than \$370,000 to buy land and build. Betty reported the only downside she saw was the traffic on Highway 50 although there is a yellow light. Dan reported as more business move into that location, MODOT will be forced to do something at that intersection. Betty went on to update the members on the financial capability of purchasing the building and meeting the operating costs with the increase of \$34,000. Vicki indicated the monthly loan estimate is only a couple hundred more than the rent payment on the current building. Anita advised having the building inspected prior to purchase. Betty indicated that will be part of the contract for purchase. Stu advised it appears the Osage County Board and staff want to purchase this building.

Vicki made a motion to move forward with the purchase of the Deutches Heim building contingent upon suitable financing and report back within 30 days. Ithaca Bryant seconded. The motion passed.

Betty reported if the members have any questions to send them by email to both her and Claudia. She also indicated if any member wished to tour the building, to let her or Claudia know and they will take the van down to the location. She also indicated the Osage County Library Board will be meeting in August.

5. APPROVAL OF MINUTES

The minutes for June 19 board meeting were changed as follows: in the first paragraph of Item 6 delete the word “done” in the last sentence; in the second paragraph of Item 6 change “member” to “members” in the first sentence; in Item 7A delete “Kay Kasiske presented”.

Stu Murphy made a motion to approve the minutes of the June 19, 2018 meeting, as amended. Vicki Ford seconded. The motion passed.

6. TREASURER’S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

Ruth Canada-Painter reviewed the Treasurer’s Report with the Board. The Treasurer’s Report was changed as follows:

Ruth Canada-Painter moved that the Treasurer’s Report and the Monthly Expenditures be accepted as amended and filed for audit. Megan Eldridge seconded. The motion passed.

7. LIBRARY DIRECTOR’S REPORT – BETTY HAGENHOFF FOR CLAUDIA COOK

Betty asked if the Board had any questions regarding the Library Director’s June report of activities which was included in the packet and there were no questions. Betty reported the front doors will be installed the last week in July and there could be a disruption of traffic. She reported the Library was not planning on closing but patrons might not be able to enter the library for an hour or so.

Natalie reported the Library had a new website. Patrons can register for an event on line. There is also a wait list if the registrations are full. If a patron calls in to register instead of registering on-line, the staff can enter the registration for them. Betty also recommended any board members who have not had their picture taken for the website to please do so.

Betty advised the board that an individual spent the night in the library. Although the closer does do a search before closing, somehow this individual was able to hide in the library. Staff has been asked to be more vigilant. She also reported an incident where an altercation occurred between patrons which resulted in one patron hitting the other patron.

The Executive Committee met and approved moving forward with the new lease at \$5,800 a month.

Natalie reported databases searches were down 88% but sessions were up 80%. Natalie reported the reason the sessions were so down was because most of the patrons attending the Ancestry classes have purchased their own database account.

Lisa Otto presented a list of training that was offered to managers and staff. She reported most of them were through the State of Missouri and were cheaper. If staff wants to attend, they are to let Lisa or Claudia know.

Betty reported the Library has 25 books on the Vietnam War and Vietnam vets are coming into the Library to sign these books. If anyone knows a Vietnam vet, please encourage them to come in and sign the books.

8. COMMITTEE REPORTS

A. Ad Hoc Bylaws Committee

No Report.

B. Capital Facilities Committee

Vicki Ford reported the Capital Facilities Committee meet on June 20 and they are meeting again on August 15. She reported there is a good turnout of public members and board members.

C. Executive Committee

Betty reported they met on July 27 to review the new lease which was more than the landlord originally had due to a miscalculation of the formula used. The rent will be \$5,800 a month and no charge for parking. She indicated the contract is for five one-year periods with payment beginning on August 1, 2018. Betty reported rate is guaranteed the first two one-year periods and the remaining one-year rates would be based on the CPI. Betty reported they are working with the landlord on fixing the two rooms that were damaged due to the foundation/walls leaking.

D. Finance/Fund Raising Committee

No Report.

E. Foundation

Debbie Rowles reported the Foundation did meet on July 12, 2018 and Natalie Newville filled in for Claudia Cook. The highlights of the meeting were:

- Summer reading numbers were up.
- Bookmobile was down a week in June. Debbie reported this was not good as plans are made and then the bookmobile is out of commission. Bookmobile events with the celebrities reading was a success and will be continued through the Fall season.
- The Library provided a copy of the 2017 Annual report and this comes back to the strategic plan that the Library needs more space.
- The Foundation has a fund balance of \$43,305.36 and the Friends balance is \$5,298.53.

- Discussions are being held on the Readers Theatre event. Due to conflicts with other community events, plans are to move the Readers Theatre to the first weekend in October. The plans are for a possible Saturday night event and a Sunday matinee. The committee will be meeting with Mark Wegman in August to discuss the plans further.
- Discussions are also being held on the Annual Appeal Letter. Each member was asked to provide 5-10 names of potential donors. Debbie recommended if any MRRL board member knew of someone to contact to please provide their name and addresses to a Foundation member. Natalie reported if the Library can get 500 names of potential donors, they would not have to hand address the envelopes.

F. Marketing/Communications Committee

Natalie reported the committee did not meet. She did report she will be presenting the strategic plan to the National Marketing Meeting in St. Louis in November. She reported Ashley will also be going to this meeting.

G. Planning Committee

Stu reported the full committee will be meeting on August 7 at 3:00 in the Library Director's office to prepare a yearly report and is recommending that Claudia include a Strategic Plan status report in her monthly board report. .

9. UNFINISHED BUSINESS

A. Handicap Parking Space

Betty reported the Capital Facilities Committee approved the handicap parking space next to the existing handicap space. She will be obtaining a quote on the price in a week or so. It will be pretty close to the price that the city quoted. However, it will not be done until they are finished with the High Street work.

10. NEW BUSINESS

A. Human Resource Policy Approval

Betty reported the current policies are not shown for Items 1, 2 and 3. Therefore, the board tabled these until next month.

Lisa advised "Missouri" would be added in front of MRRL in Item 4 to be consistent with the other policies.

Stu Murphy made a motion to accept the Social Media Acceptable Usage Policy, as amended. Ithaca Bryant seconded. The motion passed.

11. ANNOUNCEMENTS

Betty reported a Cultural Concert will be held on August 10 at Riverside Park with Faded Youth playing. She indicated the Summer Reading's theme is libraries rock and the concerts carry that theme with Faded Youth and the next concert will have Bach to the Future.

Ithaca Bryant reported some museums were allowing free admission if anyone shows a library card. Kay requested Ithaca to check into this for the City museum.

11. ADJOURNMENT

The meeting was adjourned by Kay Kasiske at 7:45 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED: AUGUST 21, 2018