

MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
First Floor Conference Room, 308 East High Street
March 19, 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; Kay Kasiske, Vice-President; Debbie Rowles, Member; Ithaca Bryant, Stu Murphy, Member; Kaye Bertels, Member; Chuck Lahmeyer, Member; and Anita Randolph, Member.

Members absent: Valerie Weber, Vicki Ford, Ruth Canada, Bonnie Baker, Peggy Mulvania, and Sabra Paulsmeyer.

Also present were: Claudia Cook, Library Director; Betty Hagenhoff, Assistant Director; Natalie Newville, Marketing Manager; Lisa Otto, Human Resources Officer; Aaron Baker, Axiom Strategies, and Attorney Kent Brown.

2. PUBLIC COMMENT

None

3. APPROVAL OF MINUTES

Anita Randolph made a motion to approve the minutes of the February 19, 2019 meeting. Chuck Lahmeyer seconded. The motion passed.

4. LIBRARY SPOTLIGHT: HOW TO BE A LIBRARY AMBASSADOR, NATALIE NEWVILLE

Natalie gave a presentation on who, why, and how someone can be an ambassador for the Library as follows:

1. The “who” can be an ambassador may include the library staff, board members, foundation members, library friends’ groups, patrons, and community members.
2. The “why” have an ambassador is to fulfill the Strategic Plan, raise profile, reach non-users, and increase library usage.
3. The “how” to be an ambassador is to know the Library resources including upcoming programs, have resources available, be active on Social Media accounts, and advise management of complaints found on Social Media sites.

5. THE CHAIRMAN MOVED ITEM 9A TO ITEM 5: POLLING REPORT – AARON BAKER, AXIOM STRATEGIES

Aaron Baker, Axiom Strategies, presented and reviewed the Public Opinion Poll conducted from February 17 through February 19, 2019. After his review, he recommended to table a tax levy campaign indefinitely as the poll reflected the community’s dissatisfaction in raising property taxes.

As a result of the discussion with the board, Aaron advised he would provide additional information from the poll such as age of the people contacted as well as which school districts they belonged to.

Aaron did agree that marketing should place more emphasis on making patrons aware of which programs are for educational purposes and he also advised that the Library continue to provide its traditional services.

Aaron recommended contacting legislatures to propose a sales tax increase. Attorney Kent Brown reported Poplar Bluff did obtain approval from the General Assembly for a sales tax increase and they were the only county that has done this so far.

6. 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 including the Budget Adjustment for 2018.

Stu Murphy moved that the Treasurer's Report and the Monthly Expenditures be approved. Debbie Rowles seconded. The motion passed.

Kay Kasiske moved that the Budget Adjustment for 2018 be approved. Debbie Rowles seconded. The motion passed.

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

Claudia reviewed her board report with the board members (copy attached).

8. COMMITTEE REPORTS

A. Ad Hoc Bylaws Committee

No report.

B. Capital Facilities Committee

No report.

C. Executive Committee

Jeff Briggs reported the Executive Committee will be meeting in April with John Chrastka of Everylibrary for his view on the results of the polling.

D. Finance/Fund Raising Committee

No report

E. Foundation

Debbie Rowles reported the Foundation did not meet in March due to the book sale. She also reported President Kathlene Woodruff suffered a broken ankle and is in Rusk Rehabilitation Center.

Debbie reported on the success of the Foundation's mini-golf event. Claudia reported there were 36 hole sponsors. Debbie had contacted many of the sponsors.

F. Marketing/Communications Committee

No Report

G. Planning Committee

Stu reported the Planning Committee will be meeting with Claudia within the near future to present a report on the Strategic Plan to the MRRL Board.

9. UNFINISHED BUSINESS

A. Exhibits Policy and Confidentiality of Library Records Policy

Claudia presented the board with the current and proposed exhibits policy and proposed name change to the confidentiality policy.

Stu Murphy moved to approve the proposed Exhibits Policy and the name change to the Confidentiality Policy. Kaye Bertels seconded. The motion passed.

10. NEW BUSINESS

A. Polling Results

Covered in Item 5.

B. Chairman Jeff Briggs moved Item 9D to Item 9B: MRRL Building Corporation - Attorney Kent Brown:

Kent gave an explanation on the role of the MRRL Building Corporation for financing the new Osage County Library location and he reviewed the Lease Purchase Agreement with the board members. He recommended a board approval for the down payment and the lease.

Chuck Lahmeyer moved to approve the down payment for the new Osage County Library location. Stu Murphy seconded. The motion passed.

Stu Murphy moved to approve the Lease Purchase Agreement. Anita Randolph seconded. The motion passed.

Claudia reported the corporation's board members include Stu Murphy, Debbie Rowles, and Anita Randolph. She reported the corporation will meet annually on the third Tuesday of September.

She also reported Attorney Kent Brown will draw up the some basic bylaws.

C. MRRL Visitor Survey

Claudia presented the visitor survey results conducted by Kit Freudenberg and her volunteer friends including Anita Randolph. Anita reported she really enjoyed doing the survey and talking with individuals coming into the library. The survey was held at various times and days of the week.

D. Audit Letter

Betty presented the audit letter to the board members from Evers and Company. She advised the audit will be done in April and will be presented in June to the Finance/Fundraising Committee and the MRRL board.

11. ANNOUNCEMENTS

Betty thanked all those who helped during the book sale last week. She reported a total receipt of \$ 63,097 from the March and January book sales combined. She reported the biggest drop at the March sale was the number of nonfiction books available primarily due to having those on the pop-up sale in January.

Claudia reported she is attending the Prison Development Committee meetings and talking with Mayor Carrie Tergin on possible ideas for the old prison location. Claudia reported she will be inviting the Mayor to the next Capital Facilities Meeting.

12. ADJOURNMENT

The meeting was adjourned by Jeff Briggs at 8:42 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED 4/16/2019