

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Annex Conference Room, 209 Adams Street
May 15, 2018
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; Katrinka Goldberg, Treasurer; Stu Murphy, Member; Ithaca Bryant, Member; Valerie Weber, Member; Anita Randolph, Member; Bonnie Baker, Member; Peggy Mulvania, Member; Debbie Rowles, Member; and Kaye Bertels, Member. Also present were: Claudia Cook, Library Director; Betty Hagenhoff, Assistant Director; Lisa Otto, Human Resource Officer; and Natalie Newville, Marketing Manager.

2. PUBLIC COMMENT

3. RESIGNATION

Katrinka Goldberg announced her resignation from the MRRL Board effective June 1. Jeff Briggs thanked Katrinka for her service for the last four years. Claudia reported she will reach out to Noelle Parker and the Osage County Board Members for a recommendation and then she will contact the Osage County Commissioner to appoint the board member. Betty recommended the Treasurer should also be the chair of the Finance Committee/Fund Raising Committee. Jeff Briggs reported he will have a nomination for Treasurer at the next board meeting.

4. APPROVAL OF MINUTES

The minutes for April 17 board meeting were changed as follows: delete the word “additional” in the last sentence under Item 4 and change the word “reporter” to “reported” in first sentence of the fourth bullet point under Item 4.

Stu Murphy made a motion to approve the minutes of the April 17, 2018 meeting, as amended. Anita Randolph seconded. The motion passed.

5. TREASURER’S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

Katrinka Goldberg reviewed the Treasurer’s Report with the Board.

Kay Kasiske moved that the Treasurer’s Report and the Monthly Expenditures be accepted as submitted and filed for audit. Ithaca Bryant seconded. The motion passed.

6. LIBRARY DIRECTOR'S REPORT – CLAUDIA COOK

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

- A meeting was held with United Way Director Ann Bax to discuss partnering with United Way Affinity Group to have a year-round library tutoring program. Claudia has written a proposal to the group and waiting for their response.
- National Library Week was held April 8 through April 14 with a lot of activities at the Library. A breakfast was held for area librarians including school librarians, staff librarians, and the State Librarian. Special Storytime guest reader was Secretary of State Jay Ashcroft. The MRRL Friends provided a lunch along with t-shirts for the entire staff of 61 people at the main Library. The Osage County Friends group gave the Osage staff gift cards and shirts. The Library provided their lunch. Kit Freudenberg was named Ambassador of the Year. Patron Appreciation Day was held on Saturday with just under 200 in attendance and a Bookmobile day was held as well. The Library received two proclamations: one from the city and one from Cole County. Although Natalie was in Nashville during this week, lots of pictures were taken by staff members and sent to her to post on social media.
- As Human Resources policies and procedures are being reviewed, Claudia has also begun reviewing the Library's patron policies and procedures with the Public Services Managers. She is also working with the Collection Development Coordinator to review the Collection Development policy and procedures.
- New door security gates were installed in April and new front doors will be installed in June. The door count was low this month due to the fact no count was taken during the three day installation of the gates.
- Claudia gave an update on the field trip to the Daniel Boone Library on May 14 to tour their vehicles and talk with their Outreach Department. In addition, a stop was made in Holts Summit to view the book lockers. Claudia has recommended area bookmobile staff from Scenic, Daniel Boone, and the MRRL Library to get together periodically to share ideas.

- The Capital Facilities has met twice to work on a space planning analysis.
- Claudia reported receipt of \$2,000 from the A.J. Schwartze Community Foundation.
- The Library staff is in the process of locking in two groups for the cultural concerts: a rock and roll group called Faded Youth and a classical (with a modern twist) group called Bach to the Future.
- Capital Read will feature *The Flood* by Melissa Scholes Young. It is great timing since it is the 25 anniversary of the 1993 flood. The Library staff is planning programming around that. In addition, local artist Phil Jones has recently donated a bust of Mark Twain to the Library.

7. COMMITTEE REPORTS

A. Ad Hoc Bylaws Committee

Valerie Weber reported the committee met on April 17 at which time the bylaws were reviewed and updated. Valerie presented the updates to the MRRL Board for approval. In addition to those updates, Betty Hagenhoff recommended the following changes to the paragraph of Section 5.7 as follows: in the first sentence change “disbursing officer of the Board” to “Chair of the Finance Committee/Fund Raising Committee”; delete the second sentence; and change “shall” to “may” in the third sentence. She also recommended changing “Finance Committee” in Section 6.2 to “Finance Committee/Fund Raising Committee”.

Stu Murphy made a motion to approve the revised bylaws. Kay Kasiske seconded. The motion passed.

B. Capital Facilities Committee

Betty Hagenhoff presented updates to the facility as follows: new doors will be installed in June, vertical blinds have been ordered; expect to receive 36 book bins within 45-60 days, working with the city on handicapped parking space details. Claudia reported the Capital Facilities will not be meeting in May but plan to meet in June.

Claudia reported the landlord wants to enter into a new lease which will probably be \$ 4500/month and she has also expressed interest in selling the building to the Library. There is another interested buyer but the landlord wanted to give the Library first opportunity to purchase the building. Claudia also reported Barbara Buescher contacted her to see if the Library would be interested in buying the vacant building behind the Annex building.

Betty reported an estimate from the City indicated it would cost approximately \$2500 to add another handicap space next to the current handicap space. They did not recommend moving the drop boxes. They also indicated that another space could be done on Adams Street next to Commercial Alley for approximately \$4800. Betty reported taking this back to the Capital Facilities to discuss options and to contract a contractor for a set price. Betty presented the board with a diagram of the proposed handicap spaces.

C. Executive Committee

No Report

D. Finance/Fund Raising Committee

No Report

E. Foundation

Debbie Rowles reported the Foundation did meet on May 10, 2018. The highlights of the meeting were:

- Five hot spots were not returned and as a result there now will be a \$25 deposit for patrons to rent them. Staff called 25 patrons on the waiting list and three declined due to the deposit. The patrons will be told if the hot spots are not returned, service will be turned off and they will be charged \$150 which is the cost of the hot spots.
- Claudia is considering asking the MRRL Friends to deliver homebound books.
- Foundation's money market account has a balance as of April 30 in the amount of \$43,433.07 and the MRRL Friends account has a balance of \$5,220.80
- Discussion was centered on whether to have the Readers Theatre event one or two days and an afternoon program. Claudia will be talking to Mark Wegman as to what schedule works best for his actors.
- Claudia will be reviewing the Foundation's brochure for any updates. The brochure is titled, You Can Partner with the Missouri River Regional Library Foundation.

- Claudia has recommended a bookmobile story in the Foundation's annual fund letter.
- Motion was approved to buy 4 new metal benches for outside in the amount of \$700 for the main Library.
- Discussion was held concerning ways to financially take care of the current bookmobile. Chuck Gelber recommended contacting Sheppers International Truck Service or Capital Diesel to work something out to help with costs of oil changes, etc. in exchange for advertising. A meeting will be held on this topic next Tuesday. Claudia reported the staff has indicated a desire to have a different mechanic. Betty recommended checking with the City to use their mechanics.
- Kaye Bertels resigned as a Foundation director. She will still attend the Foundation meetings as the MRRL President's designee to the Board since Jeff cannot attend the meetings.

F. Marketing/Communications Committee

Jeff Briggs reported the committee will be meeting on May 29 and Adam Veile will continue to serve on this committee along with Kaye Bertels and Anita Randolph. Natalie talked about the YEXT software which can update different websites at one time. She had heard about this at the Nashville conference she attended in April. The cost is \$449 per location annually which is fine because the Library saved a \$1000 on EMMA this year.

Anita Randolph asked for an explanation on the difference between Daily Page Engaged Users and Daily Total Reach under Social Media/Digital Presence of the Marketing Report. Natalie gave the following explanation: when someone interacts with a Library Facebook post, it falls in the Daily Page Engaged Users stats. If that post is shared, any interaction to the shared post is recorded under the Daily Total Reach stats.

G. Planning Committee

Stu reported he is planning on meeting with Claudia for an update prior to the next Capital Facilities meeting and then have a full committee meeting in August which will be the one year anniversary of the Strategic Plan. Stu will give a report to the Board after the full committee meeting in August.

8. UNFINISHED BUSINESS

9. NEW BUSINESS

A. Human Resource Policy Approval

Lisa Otto presented updates to the Transfer, Promotion, Demotion & Temporary Duties Policy and the Travel and Conference Attendance Policy. She also presented two new policies: Emergency Procedures Policy and Disability and Workplace Accommodation Policy. Valerie Weber recommended adding “MRRL” in parenthesis following Missouri River Regional Library in first sentence of the Emergency Procedure Policy to be consistent with all the other policies.

Valerie Weber made a motion to accept the update to Transfer, Demotion & Temporary Duties Policy; the update to the Travel and Conference Attendance Policy, the new Emergency Procedures Policy, as amended; and the new Disability and Workplace Accommodation Policy. Bonnie Baker seconded. The motion passed.

10. ANNOUNCEMENTS

Natalie reported on the highlights from the June calendar specifically the Celebrity Storytimes at the Bookmobile stops featuring Mayor Carrie Tergin, Kat County’s Erin Hart, and Author Donna Keith. July’s guest readers are yet to be determined and the Library will also be having some celebrity readers in Linn.

Jeff advised he has playing cards for earthquake preparedness if anyone wanted a deck.

11. ADJOURNMENT

The meeting was adjourned by Jeff Briggs at 7:30 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED 6/19/2018