

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Annex Conference Room, 209 Adams Street
November 15, 2016
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 7:03 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; Adam Veile, Secretary; Jenny Jacobs, Treasurer; Jane Dolan, Member; Bill Zimmerman, Member; Debbie Rowles, Member; Kay Kasiske, Member; Kathy Penfold, Member; Valerie Weber, Member; and Jeff Briggs, Member. Also present were: Claudia Schoonover, Library Director; Betty Hagenhoff, Assistant Director; and Elizabeth Beach, Human Resource Director.

2. PUBLIC COMMENT

There was no public comment.

3. APPROVAL OF MINUTES

Claudia asked that the following changes be made to the October minutes under her report as follows: change “shelving” to “shelving” in the fourth bullet point; change “Jim” to “Jeff” in the last sentence of the seventh bullet point; and add “and Manager Jason Shelvy will focus on network administration” to the ninth bullet point.

Kay Kasiske made a motion to approve the minutes of the October 18, 2016 meeting, as amended. Kathy Penfold seconded. The motion passed.

4. 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. Adam Veile seconded. The motion passed.

5. LIBRARY DIRECTOR’S REPORT – CLAUDIA SCHOONOVER

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

- Staff Day was held on October 10 with speakers, breakout training, and other team building opportunities throughout the day. Dr. Denice Adkins spoke on diversity and Officer Chad Stieferman presented a program on the topic of active shooter training. Stu Murphy addressed the group on the strategic planning process and asked for written input to several questions. These questions were similar to the Community Conversation events. The questions and feedback are on the back of the Director’s written report.

- The library also hosted national syndicated cartoonist Joe Wos.
- Bookmobile was out of commission this past month and the cost for repairs were \$ 5600.00 which bill will be received next month. Claudia met with John Karr (Bookmobile Assistant Coordinator) and Cynthia Quetsch, Director of Public Housing and as a result, the bookmobile will be stopping at the public housing units on Elizabeth Street beginning in February 2017.

7. COMMITTEE REPORTS

A. Capital Facilities Committee

No Report. Stu did request that the Committee meet prior to the January Retreat.

B. Executive Committee

No Report. Stu reported the Committee will meet prior to the December board meeting for discussion of the director's evaluation.

C. Finance Committee

No Report.

D. Foundation

Debbie Rowles reported the Foundation met on November 10, 2016, and the highlights of the meeting were:

- As November 10 the Foundation's assets were \$ 27,035.20. The Friends of the Library had a balance of \$ 5,922.72.
- Preparations are underway for the mailing of the solicitation letters. Each director to provide five names of individuals to contact for a donation. The focus of the appeal fund letter will be bins for the children's department and updating the teen area. The appeal letter will be mailed to all 2015 donors, those who did not give but were on the 2015 list, those who gave to the Master's memorial, the Friends of the Library, the Board of Trustees, and the Foundation Directors.
- The Foundation is planning to have a not-so-secret Santa to match funds collected on Giving Tuesday which will be held on November 29. If a Santa cannot be found, the Foundation voted to match the funds collected. Past President Laurelanne Bellezzo presented a check to the Foundation in the amount of \$ 1000.00 from Command Web and she will be asked if that money could be applied to match funds. Claudia reported she has also contacted a representative of Naught and Naught Insurance to see if they would be the not-so-secret Santa. The representative will ask the owners of the insurance company and let us know.

- The Foundation's annual mini-golf event will be held on February 11 and Kathlene Woodruff has agreed to chair this event. If there is inclement weather on that day, the event will be held on February 25.
- Discussion was held at the meeting for ideas for next year's Readers Theatre. Some suggestions for improvement were: name tags, obtain name and addresses of those attending, add additional sponsors, and separate the bar area from the food area.
- The Sponsorship Guideline showing different levels for giving has been given to Claudia for review and will be presented to the Foundation Board at the December meeting.

E. Planning Committee

Stu reported the Planning Committee did not meet. The Committee is in the process of compiling all the information from the surveys and the community conversations which will be shared with all trustees prior to the January retreat. Claudia reported, based on the responses, the retreat most probably will be held on January 21. She reported the Friends of the Library President and the Foundation President will be attending.

Stu recommended moving the January board meeting from the third Tuesday to the day of the retreat. The retreat will be held at the Department of Conservation Credit Union meeting room. Stu advised that he will be meeting with Kit Freudenberg to set up the format for the retreat and the Planning Committee will meet again on December 20 prior to the MRRL board meeting.

8. UNFINISHED BUSINESS

A. Nominating Committee Report

Adam asked that if anyone is willing to serve as an officer to be sure and contact him. He advised the slate of officers will be presented at the December meeting.

9. NEW BUSINESS

A. Board President Initiates Process to Evaluate Library Director

Stu identified the members of the Executive Committee as: Stu Murphy, President, Vicki Ford, Vice-President; Jenny Jacobs, Treasurer; and Adam Veile, Secretary. Stu recommended a conference call regarding the director's evaluation and he will pull together some tools to help.

B. Osage County Branch – Hours of Operation

After discussion on the hours of operation at the Osage County Library, the Board accepted Claudia's recommendation to change the opening hours to 9:00 am on all days the library is open for consistency and to review the closing times with the Osage County Manager. Jenny Jacobs recommended if the evening hours are increased and additional staff is needed to work, she knew of a potential student who may be interested in working at the Osage County Library.

Claudia advised the Osage County Board will need to meet to discuss the engineering report on the building that the library is housed in addition to making some decisions on either to keep renting from Linn Printing or rent a space from the Campbells who own Thriftway.

10. ANNOUNCEMENTS

Bill Zimmerman reported he has recently joined Jefferson City Development Advocacy Group (JCCDAG) and recommended that Claudia and Stu think about possibly speaking at one of their meetings in the future.

Claudia reported the staff Christmas party will be held at 6:00 pm on December 16 at an outside location and invited all trustees.

Debbie Rowles will contact Neil Loethen to welcome him to the Board and to advise him of the January retreat.

Elizabeth Beach reported the MRRL United Way Bake and Craft Sale will be held on December 5, December 6, and December 7 with lots of baked and craft items made by library staff.

Claudia presented the trustees with the December program calendar.

11. ADJOURNMENT

The meeting was adjourned by Stu Murphy at 7:55 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED DECEMBER 20, 2016