

**MISSOURI RIVER REGIONAL LIBRARY  
BOARD MEETING  
308 East High Street Conference Room  
November 20, 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; Vicki Ford, Secretary; Stu Murphy, Member; Debbie Rowles, Member; Kay Kasiske, Member; Ithaca Bryant, Member; Kaye Bertels, Member; and Anita Randolph, Member.

Members absent: Ruth Canada-Painter, Valerie Weber, Megan Eldridge, Bonnie Baker Sabra Paulsmeyer, and Peggy Mulvania.

Also present were: Claudia Cook, Library Director; Betty Hagenhoff, Assistant Director; Natalie Newville, Marketing Manager.

**2. PUBLIC COMMENT**

None

**3. APPROVAL OF MINUTES**

Change to the October minutes: In the 8<sup>th</sup> bullet point of Foundation Report, add “and” after October 24. Stu Murphy made a motion to approve the minutes of the October 16, 2018 meeting, as amended. Anita Randolph seconded. The motion passed.

**4. 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.

Debbie Rowles moved that the Treasurer’s Report and the Monthly Expenditures be approved. Vicki Ford seconded. The motion passed.

**5. LIBRARY DIRECTOR’S REPORT (Attachment C)– CLAUDIA COOK**

Claudia Cook reviewed her report with the Board members. She reported October was a hectic month with moving staff from the Annex building. She advised Library business proceeded as usual including programs and classes.

Claudia advised Tony Weldon did cash the check for November parking lot.

Claudia reported management staff are having problems with finding space to do evaluations. She advised it was not easy to reserve the Storyhour room. She did indicate the Teen Zone may be a good place to have managers meet with their staff. The room is available until 2:00 pm (or 12:00 pm in the summer months).

Claudia recommended board members tour the Library and plans were made to meet at 5:30 pm on the main floor on December 18. She reported the staff Christmas party would be held on December 14 and all board members will receive an invitation to attend.

## **6. COMMITTEE REPORTS**

### **A. Ad Hoc Bylaws Committee**

No report

### **B. Capital Facilities Committee**

Vicki reported the Capital Facilities Committee met with the Marketing/Communications Committee on October 23, 2018. Discussion was held on the Annex building, meeting with John Chrastka from EveryLibrary, and marketing the Library's needs with the public.

### **C. Executive Committee**

No report

### **D. Finance/Fund Raising Committee**

No report

### **E. Foundation**

Debbie Rowles reported the Foundation did meet November 8. The highlights of the meeting were:

- Claudia reported the Library hired a full time person to replace the two vacant part time positions in maintenance
- The Foundation approved \$1,000 to fund the purchase of Google Chrome Books and \$1,000 for the September Capital READ program.
- The Foundation discussed helping the Library financially to put new carpet in the Art Gallery Room.
- Foundation's account as of October 31, 2018 is \$ 44,788.77 and the MRRL Friends account is \$ 5, 495.
- Members addressed and stamped 400 letters for the Annual Campaign.
- Natalie reported Library gearing up for Giving Tuesday thru Facebook and Instagram.
- Claudia will be requesting a grant from A J Schwartze Foundation to help fund expenses for the Osage County Library's move to a new location.

- Foundation officers for 2019 are: Kathlene Woodruff, President and Ken Adamson, Treasurer. Foundation still needs someone to serve as Vice-President.

**F. Marketing/Communications Committee**

Natalie reported the Marketing/Communications Committee had their quarterly meeting on November 19. Discussions were held on: importance of having Library ambassadors; getting message out highlighting reason move along with why not moving back to Annex; seek team captains for marketing; have conversations with John Chrastka from EveryLibrary; updating Strategic Plan; obtain awards to promote the Library; revamp titles of programs; and review Library LOGO; levy and bond.

Kit Freudenberg gave a report on the results of the survey being conducted at the front doors of the Library. Kit was appointed to serve on the Marketing/Communications Committee.

**G. Planning Committee**

No report

**7. UNFINISHED BUSINESS**

**A. Annex Building**

Betty reported the Annex board room table has been given away.

**B. Osage County Library Facility**

Claudia reported Attorney Kent Brown sent loan proposals to Osage County banks on November 6 which a return date of January 17. One bank has already declined. Noelle and administration staff did a walk through and shared ideas for setting up at the new location. Discussion was held on obtaining the public's input on what the library will look like at the new location.

**C. Cole County Facility Options**

Betty recommended bringing the spreadsheet, put together by the Capital Facilities Committee, back to the board which presented three options for the Cole County Facility. A recommendation was made to include Barbara Reading in any discussions or phone calls with John Chrastka.

**D. Appointment of Nominating Committee for 2019 Officers**

Stu Murphy presented the slate of officers for 2019: Jeff Briggs, President; Kay Kasiske, Vice-President; Ruth Canada-Painter, Treasurer; and Vicki Ford, Secretary. Stu reported the slate will be voted on in December.

**E. 2019 Budget**

Betty reviewed the 2019 budget with the Board member.

Stu Murphy moved to approve the 2019 Operating Budget. Ithaca Bryant seconded. The motion passed.

**F. Public Policies: Patron Code of Conduct**

Claudia attached to her report an updated copy of the Behavior and Use of the Facility Policy. She reported the policy was updated with the changes the board recommended at the October meeting.

Vicki Ford moved to approve the Patron Code of Conduct: Behavior and Use of the Facility Policy. Stu Murphy seconded. The motion passed.

**8. NEW BUSINESS**

**A. Library Director Evaluation**

The Executive Committee will meet with Claudia for her evaluation after results are received from the survey monkey.

**B. Levy Campaign Consultant**

Discussion was held on when to set up a phone call with John Chrastka and who will be in attendance. Stu recommended appointing a committee to sit down and decide how that 30 minute phone conversation will be utilized. It was recommended to have this phone call to John Chrastka on December 4 at 3:00 in the Library Director's Office.

**9. ANNOUNCEMENTS**

Natalie reported the Book Face calendars from the MRRL Friends are available for purchase in the amount of \$5.00.

**11. ADJOURNMENT**

The meeting was adjourned by Jeff Briggs at 7:47 pm. Minutes of the meeting were submitted by Judy Speidel.

**APPROVED 12/18/2018**