

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Annex Conference Room, 209 Adams Street
November 21, 2017
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 6:05 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; Marge Kudrna, Member; Ithaca Bryant, Member; Kay Kasiske, Member; Debbie Rowles, Member; Valerie Weber, Member; Kaye Bertels, Member; and Jeff Briggs, Member. Also present were: Claudia Cook, Library Director; Lisa Otto, Human Resource Officer; and Natalie Newville, Marketing Coordinator.

2. PUBLIC COMMENT

There was no public comment.

3. APPROVAL OF MINUTES

Kaye Bertels recommended the following changes to the October 17, 2017, minutes under Item # 6 as follows: In the fifth bullet point, change “assembly” to “assembling” and in the sixth bullet point, change “delivering” to “delivering”.

Marge Kudrna made a motion to approve the minutes of the October 17, 2017 meeting, as amended. Kay Kasiske seconded. The motion passed.

4. LIBRARY SPOTLIGHT: LISA OTTO

Claudia Schoonover introduced the Library’s new Human Resource Director, Lisa Otto.

Lisa reported she just finished having open enrollment for staff’s insurance options and making sure they are in the right plan. She reported she believes in an open door policy and confidentiality is critical. She advised she will be working on revamping evaluations. She reported she has met one-on-one with all the managers and will have training with managers on the importance of performance evaluations. She also finished interviews for the position at the Osage County Library and will be updating job descriptions.

5. TREASURER’S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

Betty Hagenhoff reviewed the Treasurer’s Report with the Board.

Debbie Rowles moved that the Treasurer’s Report and the Monthly Expenditures be accepted as submitted and filed for audit. Jeff Briggs seconded. The motion passed.

6. LIBRARY DIRECTOR'S REPORT – CLAUDIA SCHOONOVER

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

- Staff Day was held on October 9 with an overwhelmingly positive response from the post-staff day survey. Claudia reported Lisa Sanning and Natalie Newville had great ideas. Staff loved having the MRRL President speak which will be something the Library will continue to do.
- Claudia reported she spoke to staff on the 2018 budget and the decision to grant a flat raise rather than 2% this year. The staff was appreciative of having an increase in pay and fully paid health and dental insurance.
- Claudia reported she still assists with some of the monthly programming including First Friday Films and Fiction at Noon. She also hosted Christian Fiction author, Karen Sargent and an evening with Edgar Allan Poe by actor Clint Winn.
- Claudia reported speaking at a PEO chapter. There was lots of enthusiasm about program and services members were not aware of and someone requested Claudia to make a wish list for a donation.
- Claudia reported October 31 was Elizabeth Beach's last day of work and Lisa Otto's first day at the Library. She reported it was helpful to have Elizabeth here to welcome Lisa, take care of paperwork, do orientation and field Lisa's questions. Claudia reported Elizabeth has joined the MRRL Friends and will be assisting at the MRRL United Way Bake and Craft Sale. United Way reported they have surpassed their campaign goal for this year with collecting just under \$200,000 more over the previous year.
- It was an honor for Claudia to be chosen as one of the 17 of '17 Women in Business. She advised it was good PR for the library. Claudia has nominated Eric Lyon (Children's Lead Programmer); Courtney Waters (Teen Librarian); and Natalie Newville (Marketing Coordinator) for the Chamber's Exceptional Employee Award.
- Claudia stated her last name has changed to Cook due to her recent marriage.
- Bookmobile has made some changes which has been successful. Research will be done in 2018 for purchasing a different type of vehicle maybe one similar to what Department of Conservation is using.

7. COMMITTEE REPORTS

A. Ad Hoc Bylaws Committee

No Report.

B. Capital Facilities Committee

Marge Kudrna reported the Committee met on November 14, 2017. Topics discussed were the replacement of the front doors which is on hold due to a pending lawsuit, installing new fire alarms, and replacing window blinds. Discussion also held on whether future plans included the adding a 3rd floor to the existing library, purchasing the Carnegie building, and whether or not to continue renting the Annex building. Marge reported former state librarian Barbara Reading will be joining the Capital Facilities Committee as a community member.

C. Executive Committee

Stu advised the committee did not meet. He also reported Adam Veile will present the 2018 slate of officers at the December meeting.

D. Finance/Fund Raising Committee

No Report

E. Foundation

Debbie reported the Foundation met on November 9, 2017 and the highlights of the meeting were:

- New member, Susan Sundermeyer, attended her first Foundation meeting.
- Kit, Natalie, Claudia, and Ashley have put a lot of work on the fundraising letter.
- Balance of the Foundation's money market account is \$ 28,805.02.
- Stu reported a Holiday Social is being planned for the MRRL Friends, MRRL Board of Trustees, and the Foundation Directors. More details will be sent out.
- MRRL Friends President Ellen Rutledge spoke at the Foundation meeting giving an update on what the friends group has been doing for the library.
- Readers Theatre was a success. However, the committee is looking at making some changes next year. One of the changes may be to have the Readers Theatre only on one day.

F. Marketing/Communications Committee

Natalie Newville, Marketing Coordinator, updated the strategic plan with the assignments that were completed by November 15, 2017.

G. Planning Committee

No Report.

8. UNFINISHED BUSINESS

A. Ameren Lawsuit

Betty and Claudia attended a meeting on the Ameren lawsuit in October. Ameren is moving forward protesting the real estate property tax assessment on their natural gas distribution systems. Cole County is requesting that the other taxing districts that could be negatively impacted by this lawsuit contribute towards the legal cost in defending against this lawsuit.

Valerie Weber made a motion that the library continues its monetary support to Cole County in defending the Ameren lawsuit against the County Assessor. Debbie Rowles seconded. The motion passed.

9. NEW BUSINESS

A. Library Director Evaluation

After discussion was held regarding the Library Director's evaluation, Stu Murphy advised that he, Jeff Briggs and Lisa Otto will work on the questions for the staff survey in December.

B. Holiday Amnesty Proposal

Claudia Schoonover requested approval from the board for an amnesty proposal to run from December 26, 2017 through January 7, 2018. For patrons that come into the Library, the plan is to waive all fines and any charges for lost or damaged items that are over five years old up to \$300.00. In addition, there will be no charge for a replacement library card. The purpose for granting the amnesty is to get patrons back to using the Library.

Kay Kasiske made a motion to accept the Holiday Amnesty Proposal. Valerie Weber seconded. The motion passed.

10. ANNOUNCEMENTS

Claudia announced the staff holiday party will be on December 8. The Library will pay for any board member who attends. The member will need to pay for any guest.

Betty announced the Library will partner with the American Red Cross for four blood drives beginning with the first one on January 2, 2018.

Betty announced that due to the large volume of used books received for the book sale, a “Pop-Up” book sale will be held on January 27, January 28, and January 29, 2018, in the Art Gallery. The sale will consist of hard back and soft back fiction, mystery, and romance. If successful, the Library might consider doing other mini-book sales such as children’s books. Betty reported ABLE needed the additional funds.

11. ADJOURNMENT

The meeting was adjourned by Stu Murphy at 7:28 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED 12/19/2017