

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Annex Conference Room, 209 Adams Street
October 17, 2017
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 6:00 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; Vicki Ford, Member; Adam Veile, Member; Marge Kudrna, Member; Ithaca Bryant, Member; Kay Kasiske, Member; Debbie Rowles, Member; Valerie Weber, Member; Kaye Bertels, Member; and Ruth Canada-Painter, Member. Also present were: Claudia Schoonover, Library Director; Betty Hagenhoff, Assistant Director; and Natalie Newville, Marketing Coordinator.

2. PUBLIC COMMENT

There was no public comment.

Stu Murphy welcomed new board member Ruth Canada-Painter.

3. APPROVAL OF MINUTES

Claudia recommended the following change to the September minutes under Item 5: change “25” to “35” in the third sentence of the first bullet; change “acclaim” to “acclaimed” in the last sentence of the tenth bullet point; and change “authenticated” to “authentication” in the eleventh bullet point. Kaye Bertels recommended the following change to the September minutes: change “attend” to “attended” in the first paragraph under 6E.

Vicki Ford made a motion to approve the minutes of the September 19, 2017 meeting, as amended. Kay Kasiska seconded. The motion passed.

4. LIBRARY SPOTLIGHT: CLAUDIA SCHOONOVER

Claudia reported new furniture has been set up on the main floor of the Jefferson City Library as well as new furniture for the Osage County Library. Claudia reported this was one of the issues addressed in the surveys where patrons asked for comfortable seating and Natalie has been posting pictures of the new furniture on Facebook. Natalie also has before and after pictures of the updates to the teen zone. Vicki requested a tour of the library which was discussed in more detail later in the meeting. Claudia reported the furniture was made by Missouri Vocational Enterprises. She also reported the MRRL Foundation donated \$6,000 and the Friends of the Osage County Library donated \$1,300 toward the new furniture.

5. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

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

Valerie Weber moved that the Treasurer's Report and the Monthly Expenditures be accepted as submitted and filed for audit. Marge Kudrna seconded. The motion passed.

6. LIBRARY DIRECTOR'S REPORT – CLAUDIA SCHOONOVER

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

- Claudia reported a reception will be held in honor of Elizabeth Beach's retirement on October 26 from 11:30 am to 1:30 pm in the Annex Conference Room. She advised board members they are invited to attend.
- September was a busy month looking at resumes, interviewing potential candidates by phone, and conducting in person interviews with four candidates. Lisa Otto was chosen as the Library's new Human Resource Officer and she will begin on October 31. Claudia reported Elizabeth will be here that day to assist Lisa and has agreed to come back in one or two weeks to further assist Lisa.
- Staff Day went very well. Elizabeth has chaired the event in the past but due to having so many things to wrap up before she left; she was taken off the committee this year. Elizabeth was able to relax and participate as an employee this year.
- Capital READ featured Will Schalbe and had just over 100 attendees. In lieu of payment Mr. Schalbe requested the library purchase his books and donate them to various Social Services Organizations such as Catholic Charities, The Pantry, RACS, Common Ground, Salvation Army, and Samaritan Center. Twenty books were donated to the Good Shepherd Pantry in Osage County.
- Claudia reported the MRRL Foundation's Readers Theatre was a success with Mark Wegman doing a great job assembling the cast. Natalie did a great job on promoting the event and as a result attendance had increased. The Readers Theatre was dedicated to the

memory of Kathy Penfold. Kathy's friends and family have donated \$1500 in memorial funds to the MRRL Foundation.

- Claudia reported the MRRL Friends have been helping at festivals and at the library. She reported this week was National Library Week and the MRRL Friends were delivering tote bags to school librarians. Claudia advised the Library does have shirts for sale if anyone would want one.
- The Library along with KJLU, Downtown Association, JC Parks and Recreation and the MRRL Foundation sponsored the Sam Copeland Quartet. The Quartet played at the Jazz Fest and at East School.

7. COMMITTEE REPORTS

A. Ad Hoc Bylaws Committee

No Report.

B. Capital Facilities Committee

No Report.

C. Executive Committee

No Report.

D. Finance/Fund Raising Committee

Betty reported the committee did meet on October 5, 2017. The Committee approved a motion to bring the 2018 draft budget before the MRRL Board for approval.

E. Foundation

Debbie reported the Foundation met on October 12, 2017 and the highlights of the meeting were:

- Claudia, in her report to the Foundation, thanked all those who worked on the Readers Theatre and for the Foundation's monetary donation.
- Claudia also reported to the Foundation that the MRRL Friends were assisting Operation Bugle Boy in honoring first responders on October 19.
- Debbie reported receipt of \$1,570.00 for memorial gifts on behalf of Kathy Penfold.

- The Foundation's saving account in the amount of \$ 501.99 was transferred to the Foundation's money market account as the directors felt it was not necessary to have a money market account and a savings account.
- The Foundation's balance in the money market account as of September 30, 2017 was \$27,455.77. The Friends account as of September 30, 2017 was \$ 5,999.87.
- The Foundation's Readers Theatre total proceeds were \$ 1,370.00; net proceeds were \$ 1,023.58; and total expenses were \$ 346.42. Attendance at the Friday night event was 60 and for Saturday the attendance was 30. The Committee will be reviewing the event for next year as very few kids attended the Saturday night event. New Foundation director Chuck Gelber did a voice over public announcement and Mark Wegman also did a live PA announcement to promote this event. This may have helped in the increase in attendance along with the fact wine was served at the Friday night show.
- Reg Turnbull has resigned due to health reasons. Kathlene Woodruff will complete his term and has also agreed to serve as President in 2018. Ken Adamson will remain as Treasurer for 2018 and the Foundation will need to elect a new Vice President.
- Debbie reported the theme this year for the campaign letters will feature Louise Renault who celebrated her 102 birthday by coming to the Library to get a new library card. November 15 will be the date the campaign letters will be mailed and Giving Tuesday will be the Tuesday after Thanksgiving.
- Natalie reported on Amazon.Smile.com. She reported this website allows anyone who shops on Amazon to designate a charity or nonprofit agency where a percentage of the cost will be donated. Individuals can switch donations between the MRRL Library and MRRL Foundation as often as they like.
- Debbie reported Ken is searching for the Foundation's square to use at events.
- Discussion was held at the Foundation meeting on exploring the possible purchase of a new bookmobile or trailer. The directors would like to

explore getting something that could be pulled behind a pickup truck. Kit recommended going to see the trailers at Department of Conservation. Ken recommended contacting Play-mor Trailers, Inc. and Osage Ambulances as they can custom build a bookmobile, van or trailer.

F. Marketing/Communications Committee

Natalie Newville, Marketing Coordinator, presented the board members with a copy of the updates to Goal #1 of the Strategic Plan. Stu advised the MRRL board did not need to approve any changes as these will be on-going; therefore, no action was taken by the board but members expressed favor of the updates Natalie presented.

G. Planning Committee

No Report.

8. UNFINISHED BUSINESS

A. Nominating Committee Appointments

Adam presented the 2018 slate of officers: Jeff Briggs, President; Valerie Weber, Vice-President; Katrinka Goldberg, Treasurer; and Vicki Ford, Secretary. Stu advised the approval of the 2018 slate of officers will be done in December.

9. NEW BUSINESS

A. Approval 2018 Budget

Claudia presented the 2018 draft budget along with budget highlights.

A motion was made by Valerie Weber to approve the 2018 Budget. Vicki Ford seconded. The motion passed.

B. Policy Approval

Claudia Schoonover presented the board with an updated technology policy which changes the name to Technology Resources Policy and reads as follows:

Missouri River Regional Library offers a variety of technology resources for staff to use in the performance of their job duties. All hardware, software, and job related content are the property of the Library. Employees are expected to use MRRL technology resources in a responsible manner for work purposes only.

A motion was made by Kay Kasiske to approve the updated technology policy. Marge Kudrna seconded. The motion passed.

10. ANNOUNCEMENTS

Claudia reported the MRRL Friends will be having a special program in conjunction with Operation Bugle Boy to honor first responders on October 19 at 7:00 pm.

In response to Vicki Ford's request to tour the library, Claudia reported anyone who wants a tour to meet at the front doors on November 21 at 5:30 pm. The tour will include viewing the new furniture on the main floor, the updated teen zone, and the new bins in the Children's Department

11. ADJOURNMENT

The meeting was adjourned by Stu Murphy at 7:11 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED 11-21-2017