

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Annex Conference Room, 209 Adams Street
October 16, 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; Valerie Weber, Member; Ithaca Bryant, Member; Kaye Bertels, Member; Anita Randolph, Member; and Ruth Canada-Painter, Member. Members absent: Megan Eldridge, Bonnie Baker 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

Stu Murphy made a motion to approve the minutes of the September 18, 2018 meeting. Ruth Canada-Painter seconded. The motion passed.

4. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES (Attachments A & B)

Ruth Canada-Painter reviewed the Treasurer's Report, attachments A and B with the Board.

Valerie Weber moved that the Treasurer's Report and the Monthly Expenditures be approved. Debbie Rowles seconded. The motion passed.

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

Claudia Cook presented in her report an update on the status of the Annex building. She advised she sent emails to board members regarding the mold testing and hope they felt informed of the situation. She reported the administration office has moved to 308 High Street and the Library signed a 6 month lease with Ron Dawson. Attorney Kent Brown suggested a 6 month lease and Ron Dawson was very accommodating. No decision has been made as to what will occur after the lease expires. Claudia sent three emails and a letter to the landlord thanking her for the release and requesting rental of the parking lot. All we heard was "we will get back to you". Received call on Wednesday from Central Bank indicating Annex building uninhabitable and they were going to remodel the building. Claudia told Leslie Tanner from Central Bank that the Library did not have plans to return to the Annex. Attorney Kent Brown recommended that the Library ask the landlord to pay for all moving expenses in the amount of \$ 8,000 TO \$ 10,000.

Betty reported she will be mailing a check for \$ 1,000 for rental of the parking spaces for November. She indicated parking will be the big issues with staff and patrons.

Claudia reported she was gone during the move and Betty did a great job as a lot fell on her shoulders. Don and his maintenance staff did a great job as well.

Discussion was held on marketing all the issues surrounding the move and need for space.

Claudia reported ABLE volunteers will sort books using half of the staff lounge. The sorted books then will be moved to a storage room that Scheppers Distributing has allowed the Library to use rent free until March, 2019.

Claudia reported Noelle attended the Small and Rural Libraries Annual Conference in Springfield, Illinois. Noelle said it was a great conference and relevant to anyone on the Library staff. She recommended sending someone to future conferences. Claudia reported she will have Lisa Otto include in her board report staff who have attended training.

Claudia reviewed the statistical data with the Board members. She reported there was an error on the board statistical reports for January thru August 2018. She reported the 2017 stats for outreach were incorrect and the September report shows the correct data

Betty reported the administration staff are using hot spots. Since they are not as secure, payroll is being done in the main library. She also reported a rummage sale will be held in the Annex building for stuff that can be used in the main library or the Osage County Library. This will include the table from the conference room.

6. 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

No report

E. Foundation

Debbie Rowles reported the Foundation did meet in October. The highlights of the meeting were:

- Natalie Newville presented the Library Director's Report. She advised the Digital Bookmobile will be at the Library on October 30. It will be a Festival event with food trucks games, and Storytime. The Adams Street will be closed for this event.
- Capital Read event was down possibly due to Columbia Library having a similar event with a bigger name.
- Foundation's account is \$ 44, 002.41 and the MRRL Friends account is \$ 5, 495.41.
- The Foundation Reader's Theatre program was one of the best with Saturday being better than Friday. Debbie reported this event should clear \$1,000. In addition, the Foundation will be receiving \$250 from Wal Mart.
- The Foundation will be hosting a dine-in fundraiser at Buffalo Wild Wings on October 29. Fifteen percent of the non-alcohol proceeds will go to the Foundation. This event will be held from 5:00 pm to 9:00 pm.
- The Foundation will be giving \$ 1,000 toward the 1000 Books Before Kindergarten and the Friends will be donating \$500 toward this program.
- In 2019 the fall Readers Theatre will be held on October 11 and October 12. Mark Wegman's wife would like to do a Jane Austen Readers Theatre during National Library Week.
- Foundation is gearing up for the Annual Campaign. They are asking Hawthorne bank to match \$ 750 if \$ 1,500 is raised. The Foundation members will be meeting on October 24 and address envelopes which need to be mailed by November 5.
- Mini-Golf event for 2019 will be held on February 23 with March 2 as the alternative weather date.
- Foundation meetings will now be held in the Storyhour Room due to the closing of the Annex Building.

F. Marketing/Communications Committee

No report

G. Planning Committee

No report

7. UNFINISHED BUSINESS

A. Annex Building

Claudia covered this in her report to the Board of Trustees.

B. Osage County Library Facility

Claudia reported being concerned about the financing of the new Osage County building. Betty reported Kent Brown, Attorney, is talking with banks and he was not concerned about getting financing.

C. Cole County Facility Options

The board was presented with the three options for the Cole County Facility. Discussion was held on the options including possible funding. Also a recommendation was made to advise all board members as to the next Capital Facility Meeting so they can attend if they wish to do so.

8. NEW BUSINESS

A. Appointment of Nominating Committee for 2019 Officers

1. Jeff appointed Anita Randolph, Kaye Bertels, and Stu Murphy who will chair the committee. Members can serve two consecutive terms and all current officers have served one year. Slate of officers will be presented at the November board meeting and will be voted on at the December board meeting.

9. ANNOUNCEMENTS

Valerie Weber presented her concerns regarding the limit of books on hold and felt that needed to be extended from the 10 book limit. Claudia reported Overdrive sets the limit not the Library. Claudia will review the list of holds as money is available to purchase books. She also indicated the Digital Bookmobile will have training on Overdrive and Libby.

Betty announced the Pop-Up book sale will be held from October 26 to October 28 in the Art Gallery Room. The sale will feature children's books, adult fiction books, and cookbooks.

A memorial gift of wind chimes was presented to Claudia in memory of her brother who passed away recently.

11. ADJOURNMENT

The meeting was adjourned by Jeff Briggs at 7:20 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED 11/20/2018