

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Annex Conference Room, 209 Adams Street
September 19, 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; Katrinka Goldberg, Member; Marge Kudrna, Member; Ithaca Bryant, Member; Kay Kasiske, Member; Jeff Briggs, Member; Debbie Rowles, Member; Valerie Weber, Member; and Kaye Bertels, Member. Also present were: Claudia Schoonover, Library Director and Betty Hagenhoff, Assistant Director.

2. PUBLIC COMMENT

There was no public comment.

3. APPROVAL OF MINUTES

Debbie Rowles recommended the following change to the August minutes: add Katrinka Goldberg to the first sentence under Item 8G.

Vicki Ford made a motion to approve the minutes of the August 15, 2017 meeting, as amended. Marge Kudrna seconded. The motion passed.

4. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

Katrinka Goldberg reviewed the Treasurer's Report with the Board.

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

5. LIBRARY DIRECTOR'S REPORT – CLAUDIA SCHOONOVER

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

- Claudia reported having a great time during the solar eclipse. The Sunday prior to the eclipse the Library had adult and children educational programs. The Library had 35 individuals attend the craft program and 57 came for the speaker program. Additional eclipse programs were also held throughout the month of August. The library received a grant of 1200 glasses which were given out at the programs in August. Since 500 were left, information was put on social media channels that the Library was giving them away the day of the eclipse at which time all the glasses were given out. Library traffic did increase on August 21. Friends of MRRL provided lunch for the staff on that day.

- Claudia reported door counter was working and as shown on the Board statistical report the door count is up this month.
- Claudia has been working with Elizabeth and Betty reviewing library policies and evaluating Human Resources' resumes. The result of that will be discussed more under new business. Claudia reported phone interviews were conducted and as a result four in-person interviews for Human Resource Director are being held this week.
- Staff Day is being held on October 9. Claudia reported having a great group of staff on the Committee. Stu Murphy will be addressing the staff with a review of the strategic plan. Claudia invited all trustees to breakfast and the ice breaker which features Stu Murphy.
- Claudia recently introduced Secretary of State, John Ashcroft, at the Downtown Rotary meeting.
- Claudia reported the Capital READ program has been held since 2006 and she is looking forward to the event on September 28 with author Will Schwalbe and his presentation of his book, *The End of Your Life Book Club*.
- Claudia reviewed the patron comments with the Board and a discussion was held regarding the request for additional handicap parking.

A motion was made by Valerie Weber to create an additional handicap parking space in the Annex parking lot for accessibility. Kay Kasiske seconded the motion. The motion passed.

- The City will be approving Lincoln University Ruth Canada for appointment to the Library Board.
- Claudia reported receipt of patron comments that the "new" movies were actually "old" movies. The Collection Development Coordinator did a retrospective ordering project replacing lost and damaged critically acclaimed films.
- Jason Shelvy updated the wireless system as a result of authentication issues.
- More.net updated the Osage County Library's bandwidth from 3 megabits to 10 megabits.

6. COMMITTEE REPORTS

A. Ad Hoc Bylaws Committee

Stu reported Ithaca Bryant will chair the Committee.

B. Capital Facilities Committee

No Report.

C. Executive Committee

No Report.

D. Finance/Fund Raising Committee

Katrinka reported the committee plans to meet soon to discuss the 2018 budget.

E. Foundation

Debbie reported Stu Murphy attended the meeting on September 14 and reported the strategic plan had been approved by the MRRL Board. The Foundation requested a copy of the strategic plan as well as a copy sent to the Friends of the Osage County Library and the Friends of MRRL.

Bret Volmert, marketing intern from Lincoln University attended the Foundation meeting. He is working with Natalie Newville.

Claudia sent notes to Rachael Preston and Debra Greene thanking them for their service to the Foundation.

Account balance as of August 31, 2017 was \$ 27,791.98. However, there were still some outstanding bills to be paid. The Foundation received \$ 195.00 memorial funds for Kathy Penfold in August and received an additional \$250.00 in September.

The Foundation is gearing up for the Readers Theatre event which will be held on September 29 and September 30. The doors open at 6:30 pm and the show will begin at 7:00 pm. The shows will be Gunsmoke, Burns & Allen, and Abbott & Costello. The Friday evening event will be an adult night and Saturday evening will be for families. The tickets are \$12 in advance and \$15 at the door for Friday. The tickets are \$10 in advance and \$12 at the door for Saturday. New member, Chuck Gelber, did a great job creating a commercial for the Readers Theatre program and Claudia plans on being on the radio promoting the event. Donations for food and drink have been received from: Madison's, Hy-Vee, Wal Mart, Schultes, and Westphalia Winery.

Debbie reported officers for 2018 will be the same as for 2017 as all directors have served one year and the bylaws state they can serve for two years. The officers for 2018 will be: Reg Turnbull, President; Kathlene Woodruff, Vice-President; and Ken Adamson, Treasurer.

The Foundation's annual appeal letter will be mailed on October 12 and all board members will receive a letter.

The Foundation is currently reviewing ways to recognize Kit Freudenberg for her service.

F. Marketing/Communications Committee
No Report

G. Planning Committee
Stu Murphy reported the committee did not meet. He advised he will be attending the Library Staff Day on October 9 to review the 2017-2020 strategic plan with staff. Claudia advised she will send out the strategic plan to all staff about a week or two before Staff Day.

9. UNFINISHED BUSINESS

A. Nominating Committee Appointments

After reading the appropriate bylaws regarding who will serve on the nominating committee, Stu appointed Valerie Weber and Debbie Rowles to serve on the committee along with Chair Adam Veile.

10. NEW BUSINESS

A. Policy Approvals

Elizabeth Beach presented the board with two revised policies and one new policy for approval. She advised there will be three more in October.

After discussion, the Board changed the revision for the Attendance Policy to read: Reliable attendance is crucial for the smooth operation of the Library. Staff is expected to adhere to their work hours. When employees are unable to report to work at their designated time, they are to notify the Library. No changes were made to the other two policies.

Valerie Weber recommended having a procedure in place in the future to review all policies annually as the Human Resource Officer has an obligation to review these on a regular basis. She also recommended that these review dates be recorded. Stu recommended that this information be relayed to the new Human Resource Officer when hired and only bring any changes or new policies before the Board for approval.

A motion was made by Valerie Weber to approve the revision and name change to the Drug-Free Workplace Policy. Ithaca Bryant seconded. The motion passed.

A motion was made by Vicki Ford to approve the revision to the Attendance Policy. Katrinka Goldberg seconded. The motion passed.

A motion was made by Kay Kasiske to approve the new Work from Home Policy. Adam Veile seconded. The motion passed.

11. ANNOUNCEMENTS

Betty announced that Claudia Schoonover has been named one of 17 Women of the Year by the News Tribune. There will be a photo shoot and a profile of her in the newspaper around the middle of October. News Tribune recognizes women in business for their contributions to the community. This will be great exposure for the Library.

12. ADJOURNMENT

The meeting was adjourned by Stu Murphy at 6:55 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED 10-17-2017