

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Annex Conference Room, 209 Adams Street
September 18, 2018
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 6:00 pm by Jeff Briggs, President. Betty Hagenhoff, Assistant Director, was present to take the minutes.

1. ROLL CALL OF MEMBERS

Members present: Jeff Briggs, President; Kay Kasiske, Vice-President; Vicki Ford, Secretary; Stu Murphy, Member; Debbie Rowles, Member; Valerie Weber, Member; Ithaca Bryant, Member; Kaye Bertels, Member; Anita Randolph, Member; and Megan Eldridge, Member. Members absent: Ruth Canada-Painter, Bonnie Baker and Peggy Mulvania. Also present were: Claudia Cook, Library Director; Betty Hagenhoff, Assistant Director; Natalie Newville, Marketing Manager; Lisa Otto, Human Resources Officer; and Angie Bayne, Children's Services Manager.

2. PUBLIC COMMENT

None

3. SPOTLIGHT: ANGIE BAYNE, CHILDREN'S SERVICES MANAGER

Angie Bayne reported on changes she and her staff have made in the Children's department in the past year. They have changed how the collection is displayed and organized in hopes of increasing circulation. One of the biggest changes was moving and reorganizing the picture book collection from traditional shelving to face forward display units. The last of the new display units was delivered and put into use in August.

Angie distributed a handout detailing children's circulation statistics for 2017 and 2018. She explained that it is not 100% accurate because of some anomalies that occurred at year end 2017 when we transferred to a hosted system. Despite that, the statistics show an overall increase in circulation especially in the picture books. The numbers reported on the handout are comparing only a partial year for 2018 with all of 2017, so the annual increases will be even higher than shown.

Angie reported that her staff is now working on updating the kits which included multiple items in a single tote that all relate to the same topic. They will also be focusing their attention on areas of the collection that do not have a high turnover rate.

4. APPROVAL OF MINUTES

Several changes to the minutes were recommended: Item 7 E, 1st sentence, delete the word 'on' in front of in; Item 9 D, 2nd paragraph, 2nd sentence, drop the s off of services. Kay Kasiske made a motion to approve the minutes of the August 21, 2018 meeting as amended. Debbie Rowles seconded. The motion passed.

5. 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.

Valerie Weber moved that the Treasurer’s Report and the Monthly Expenditures be approved. Anita Randolph seconded. The motion passed.

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

Claudia Cook reviewed her report. Some of the items were the upcoming Staff Development Day on October 8, 2018, school open houses, PFS Brands tour by the management team, Chamber employee of the year nominations and Cultural Concerts.

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

No report

E. Foundation

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

- Chuck Gelber, Foundation member and Claudia Cook met with Scheppers International Truck Center about the possibility of **their** donating \$2,500 in parts and service for the bookmobile in exchange for marketing and promotion of their business. They agreed to make the donation and an agreement has been signed.
- The Foundation is working on the Reader’s **Theater** program scheduled for October 5 and 6, 2018. They are also gearing up for the Annual Campaign. If anyone knows of names to add to the mailing list for that campaign, please pass them along to staff or foundation members.
- Debbie also reported the bank balances for the Foundation and Friends.
- Debbie closed her report with a reminder that the Foundation is still looking for additional members.

F. Marketing/Communications Committee

No report

G. Planning Committee

No report

8. UNFINISHED BUSINESS

A. Annex Building

Claudia announced to the board that air quality tests had been done in the annex building and that toxic mold had been detected in two rooms.

She followed up with a report on the history of our persistent water problems in two offices, dating back many years, which made them unusable except for limited storage. One of those rooms had been used for a staff office, but that staff member started experiencing watery eyes and a stuffy nose and could not stay in the office. Claudia noted that she began asking the landlord to do something about those rooms beginning in 2015. The building also experienced significant roof leaks during that time. The landlord declined to do anything about the two rooms until the roof was replaced which did not happen until the summer of 2017. After the roof was replaced, the two rooms still had water problems after every rain. Claudia reported that she again asked the landlord to do something about the problem. In the fall of 2017, sealant was applied along the foundation of the building near those two offices. Some improvement was noted in one room but not the other.

In the spring of 2018 a library employee was having persistent health issues. They originally thought it was seasonal allergy issues but noted that they felt better upon leaving the building. In July of 2018 this employee asked if the building could be air tested for mold. The landlord then brought in a cleaning company to do an evaluation of the building. The company tore out a portion of the sheetrock on the exterior wall in one of the rooms with the worst water damage. By this point the employee who originally asked for the air tests and one other employee with health issues had moved their office to the main library. Claudia noted that she continued to ask the landlord to do air testing for mold. The landlord then fired the original cleaning company and hired Ivan Turner, owner of Disaster Brigade to take a look at the building and to perform some limited air testing.

Claudia reported that air testing had been done in 4 locations in the annex. Two of the rooms tested positive for toxic mold, one at very high levels, and the other two tests, while not testing positive for the toxic mold, did show elevated mold levels in general. The company doing the testing also noted that they found high moisture levels in a number of places along the exterior walls of the building, especially in the rest rooms and kitchen area. Mr. Turner told us that staff should stay out of the rooms that tested positive for the toxic mold.

Claudia said she then felt it was important to share the results of the air tests with all the staff that had offices in the annex. Two more staff moved their offices to the main library. Claudia and Betty then met with the library attorney, Kent Brown, to go over options.

Claudia reported her next step was to write a letter to the landlord requesting a complete air test of the building so she could confidently let staff know that it is safe to work in the annex. Mr. Brown noted that the testing would be a good idea in case there were any worker's compensation claims and to help in our decisions about where to go from here. Claudia noted that even though she received an e-mail from the landlord, it did not address the question about complete air testing of the building.

Claudia then reported that a complete air test has been scheduled for Friday, September 21, 2018.

Claudia then responded to several questions from the board. She indicated that she would keep them informed about the situation.

B. Osage County Library Facility

The contract for purchase is currently being revised with the correct property description (obtained from the surveyor). We hope to have the contract signed this week. Our next step is to work with our attorney on getting the corporation set up and the financing out for bids.

C. Cole County Facility Options

Staff will send out the document from the last meeting to the entire board. No discussion was held.

9. NEW BUSINESS

A. Human Resources Policy Approval (Attachment D)

1. Staff Recruitment and Hiring Policy. The Board reviewed the proposed policy. Vicki Ford made a motion to approve the policy as written. Debbie Rowles seconded. The motion passed.
2. Professional Staff Development Policy. The Board reviewed the proposed policy. Stu Murphy made a motion to approve the policy as written. Valerie Weber seconded. The motion passed.
3. Performance Management and Appraisal Policy. The Board reviewed the proposed policy. Valerie Weber made a motion to approve the policy as written. Stu Murphy seconded. The motion passed.
4. Grievance Policy. The Board reviewed the proposed policy. Valerie Weber made a motion to approve the policy as written. Debbie Rowles seconded. The motion passed.

B. Public Policy Approval (Attachment E)

1. Confidentiality of Library Records Policy. The board reviewed the proposed policy. Stu Murphy made a motion to approve the policy as written. Vicki Ford seconded. The motion passed.

2. Youth in the Library Policy. Claudia first noted that the proposed policy is only the first two paragraphs listed under that name on the attachment. The third paragraph was included by mistake. The board reviewed the proposed policy. They recommended changing the phrase “test taker” to “students” in the first paragraph, fifth sentence. Valerie recommended approving the policy as amended. Anita Randolph seconded. The motion passed.

10. ANNOUNCEMENTS

A Pop-Up Book Sale is being held October 26-28, 2018 in the Art Gallery. Volunteers are always welcome.

11. ADJOURNMENT

The meeting was adjourned by Jeff Briggs at 8:20 pm. Minutes of the meeting were submitted by Betty Hagenhoff.

APPROVED 10/16/2018