

MISSOURI RIVER REGIONAL LIBRARY

Board Meeting

213 Adams Street, JC Chamber Board Room

Jefferson City, Missouri

April 16, 2024

MINUTES OF THE MEETING

The regular Board of Trustees meeting was called to order at 6:00 p.m. by President Bob Priddy.

1. ROLL CALL OF MEMBERS

Members present: President Bob Priddy, Treasurer Kay Kasiske, Secretary Jessica Davis and members: Lori Bruce, Ithaca Bryant, Jeff Briggs, John Gulick, Becky Layton, Samantha Mebruer, Anne Rottmann and Robert Swift

Member(s) absent: Rodney Mulvania and Anne Steele

Also present: Claudia Young, Library Director; Angie Bayne, Assistant Director of Public Services; Diane Clingman, Human Resources Manager, Debra Winter, Business Manager and Accountant; and Robin Coffman, Administrative Assistant

President Priddy announced that Steve Nelson, MRRL’s Vice President, has resigned from the Board. Pursuant to MRRL bylaws, Section 5.3 Vacancies, stipulates “Vacancies in office occasioned by resignation or otherwise shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.” Mr. Priddy proposed John Gulick as Vice President for the remainder of 2024, and also inquired if there were any other nominations from the floor. No other nominations were made. Kay Kasiske made a motion, seconded by Jeff Briggs, to accept John Gulick as the Missouri River Regional Library Board of Trustees Vice President. Motion carried.

2. PUBLIC COMMENT

None

3. APPROVAL OF MINUTES

Bob Swift made a motion, seconded by Lori Bruce, to approve the minutes from the March 19, 2024 meeting. Motion carried.

4. TREASURER’S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

Debra Winter, Business Manager and Accountant, reviewed the monthly financial report (Attachments A & B) with the Board. Debra reported that the library has four (4) Treasury Bills with Central Bank; the checking account is earning 4.6% interest; and the library maintains a CD with Mid-America Bank. Kay Kasiske made a motion, seconded by Anne Rottmann, to approve the Treasurer’s Report and Monthly Expenditures. Motion carried.

Debra Winter also reminded the Board that the library's upcoming annual audit is scheduled to be conducted on April 29-30.

5. LIBRARY DIRECTOR'S REPORT

Claudia Young reiterated that the annual book sale went extremely well. Assistant Director Angie Bayne made small, effective changes that contributed to this year's success. The book sale generated \$54,053. There were only 457 boxes of books left over and these books were picked up by Better World Books based out of Indiana. They sell the books from their website to raise money for literacy programs throughout the world. John Gulick reported that approximately \$1,100 was made from the book sale held at the Osage Branch, as well.

Claudia also reported that she attended the 20th anniversary of the Osage County Agritourism and Osage County photo contest reception on March 23 at the Osage Branch in Linn. The photographs will be exhibited until the end of May. She thanked John Gulick for his help with organizing the event.

Claudia indicated that the library is celebrating National Library Week (April 7-13). Felicia Poettgen was selected as Ambassador of the Year, and Peggy Fechtel was selected as Volunteer of the Year. A hotdog lunch was provided on Patron Appreciation Day; and new this year, a lunch was provided for staff in appreciation for their work at the library.

Claudia reminded Board members that Capital READ is in process. This year's Capital READ is *The Book of Charlie* by David Von Drehle. There are three (3) book discussions which occur over the month culminating the author's discussion of the book scheduled for April 29.

Claudia reported that Kent Brown, who has served as legal counsel for the library for approximately 20 years, has resigned. It was discussed that a Request for Qualifications (RFQ) will need to be published to seek an attorney to be retained (paid an hourly rate) for legal guidance and advice, as well as represent the library in potential litigation. Claudia indicated that in the interim, MRRL may be able to access legal services from Adam Sommer, Missouri Library Association's (MLA) attorney out of Sedalia. The Board requested that Mr. Brown attend next month's (May) executive session in order to update the Board regarding ongoing litigation.

Claudia also reported on the ongoing work by Huber & Associates as the library is currently in process of replacing 20 computers. A Technical Support Specialist is being hired to handle the day-to-day operations and troubleshooting support of the library's computers.

Claudia reported that she has agreed to host an intern for 16 weeks, beginning in May, to assist the library's Graphic Designer & Website Coordinator Allie Gladbach. With the departure of the Marketing Manager, Allie's workload has significantly increased, and this intern can assist with targeted marketing and maintaining the website. At the end of the summer, Claudia will evaluate the need for a Marketing Manager and/or whether to

revise the position based on the library's current needs and those identified through the development of a new strategic plan. Jeff Briggs indicated that it may be time to reconvene the Marketing Committee (in May) to assist and support the library's work.

Claudia announced that there were a few events she wanted to highlight for the Board. First, the Osage Branch has an Earth Day celebration scheduled for April 19. On April 22, Governor Parson will be at the library for a book signing of his newly released book. And, on April 29, the final Capital READ book discussion will take place with author David Von Drehle.

6. COMMITTEE REPORTS

A. Capital Facilities Committee (Kay Kasiske)

Mr. Priddy reported that he appointed Kay Kasiske as chair of the Capital Facilities Committee due to Anita Randolph not being reappointed to the Board.

Ms. Kasiske reported the Committee met immediately prior to this evening's Board meeting. The Committee received a report by Jonathan Hickman, Maintenance Manager, that the elevator repair has been completed; the electrical upgrades are scheduled, tentatively, for June 19; and that ADA compliance regulations will be reviewed prior to recommending modifications to allow for push-button doors to enter/exit restrooms.

The Committee also received information regarding bids which were submitted for paving of the Osage County Library's parking lot. Kay Kasiske made a motion, seconded by Becky Layton, for the Board to accept the low bid by B&P Patterson Concrete & Construction for the paving of the parking lot. Motion carried. It was reported that the Friends of the Osage County Library will be donating \$5,000 toward this project, and the Foundation is considering donating an amount, too.

B. Executive Committee (Bob Priddy) No Report

C. Finance Committee (Kay Kasiske) No Report

D. Foundation Liaison (vacant) No Report

E. Marketing/Communications Committee (Jeff Briggs) No Report

F. Planning Committee (Ithaca Bryant)

Claudia Young reminded the Board of its upcoming April 27 Board Retreat to begin the process of developing a new/revamped strategic plan. The retreat will be held in the Clydesdale Room at Scheppers Distributing, 2300 St. Mary's Boulevard, Jefferson City, from 8:30 a.m. to 12:30 p.m. She will send out another email reminder.

G. Bylaws Committee (Bob Priddy) No Report

7. UNFINISHED BUSINESS

A. Planning for the Future

1. Strategic Plan Board Retreat on April 27, 2024
See information under Planning Committee

8. NEW BUSINESS

A. 2023 Budget Adjustment(s)

Debra Winter explained that the library is within its 2023 budget overall; however, there is a need to transfer funds among specific lines to reconcile and balance actual expenditures in the budget (*see attachment*). Jeff Briggs made a motion, seconded by John Gulick, to approve the 2023 budget adjustment(s) as presented. Motion carried.

B. Creation of a Council Liaison in the Bylaws

Discussion ensued as to whether it is still necessary to pursue having a city council liaison assigned to the MRRL Board due to the recent election of new City Council members. It was also discussed that if the Jefferson City City Council is invited to have a liaison, then so, too, invitations should be extended to the Cole County and Osage County Commissions. Further discussion reiterated that the MRRL Board of Trustees regular business meetings are open to the public and anyone interested may attend; the regular business meetings are always held on the third Tuesday of each month; and these meetings always begin at 6:00 p.m. Agendas are posted at both the main library and Osage Branch as well as being posted on the MRRL website and emailed to local media. Claudia Young indicated that to help keep the lines of communication flowing, she will have the monthly agenda and the previous month's draft meeting minutes sent to each of the three entities which appoint members to the library board(s) along with an open invitation to attend. Claudia also reported that she is in the process of setting up a meeting with Brian Crane, City Administrator, to discuss issues that impact both the city and the library.

9. ADJOURNMENT

There being no further business, the Board adjourned at 7:08 p.m.

Meeting minutes approved May 21, 2024.