

MISSOURI RIVER REGIONAL LIBRARY

Board Meeting

213 Adams Street, JC Chamber Board Room

Jefferson City, Missouri

August 20, 2024

MINUTES OF THE MEETING

The regular Board of Trustees meeting was called to order at 6:04 p.m. by President Bob Priddy.

1. ROLL CALL OF MEMBERS

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

Member(s) absent: Becky Layton 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/Accountant; and Robin Coffman, Administrative Assistant

President Bob Priddy used a point of privilege to present a new Missouri state seal to be placed on the main floor of the library. He received this gift from a friend who is also a restoration architect.

2. PUBLIC COMMENT

None

3. APPROVAL OF MINUTES

Bob Swift made a motion, seconded by Jeff Briggs, to approve the minutes from the July 16, 2024 meeting. Motion carried.

4. TREASURER’S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

Kay Kasiske and Debra Winter presented the monthly financial report (Attachments A & B). Kay Kasiske made a motion, seconded by Samantha Mebruer, to approve the Treasurer’s Report and Monthly Expenditures, as presented. Motion carried.

During the library director’s report, discussion ensued regarding the Procurement Policy and Procedures as the procedures have been updated; however, the policy, itself, remains intact and unchanged. A question arose inquiring as to the dollar threshold for purchases which would trigger Board approval. Staff responded that if the expense had been included in the Board-approved budget, then the purchase/expense would not necessarily be brought back to the Board unless a formal bidding process has been utilized. Bob Swift made a motion, seconded by Jeff Briggs, directing staff to present any

purchase/expense of \$75,000, or greater, to the Board for its approval prior to executing such purchase/expense. Motion carried.

5. LIBRARY DIRECTOR'S REPORT

Claudia Young reported that the library was closed for four (4) days while the building's electrical panels and flooring on the main floor were being replaced. The bookmobile parked out front of the building allowed patrons to continue to check out and pick up books and materials and patrons could continue to utilize online and digital resources. No patron complaints were received as a result of the closure due to the renovations. Claudia invited Board members to view the renovations that include new placement of the computer center to the main floor, renovated meeting rooms in the basement and the new offices.

Claudia also reported that the new Marketing Specialist will start on September 3rd; however, the library is losing its Graphic Designer in October.

Claudia indicated she has now met with the library's new attorney, David Bandre, regarding legal matters in which the library is engaged.

Claudia responded to a question regarding if MRRL applied for and received ARPA funds. She reported that the library is purchasing a new sprinter van using the \$75,000 ARPA funds already awarded and that the van is anticipated to be delivered in December 2024.

6. COMMITTEE REPORTS

A. Capital Facilities Committee (Kay Kasiske) No Report

B. Executive Committee (Bob Priddy) No Report

C. Finance Committee (Kay Kasiske)

The Finance Committee met on July 23 and received the 2023 audit from Bobbie Redmon-Murray with Evers & Company, CPA's, LLC. Debra Winter, Accountant, explained that the "current year recommendation" regarding checks clearing the bank without endorsement is actually highlighting a bank issue and the lack of the bank following standard practice; it is not geared toward the library and staff. Debra also explained that the book inventory is extensive and that she and Angie Bayne are working through the process to align expenses to inventoried items. The Finance Committee recommends the MRRL Board accept the audit report. *(See under New Business, 2023 Audit.)*

D. Foundation Liaison (Lori Bruce)

Claudia Young reported that Foundation Directors are gearing up for their October 5th trivia night fundraiser, and Foundation Directors have begun discussing the annual appeal campaign which occurs in the fall.

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

F. Planning Committee (Ithaca Bryant) No Report

G. Bylaws Committee (Bob Priddy) No Report

7. UNFINISHED BUSINESS

A. Planning for the Future

1. Update on the Development of a Strategic Plan

Facilitator Kit Freudenberg provided the Board with two documents which provide a summary of the work, to date, by each committee/group. She illustrated the next phase of the development process using an example. Kit’s directive to Board members was for the groups to take September and work on their objectives, strategies, action steps, timelines, evaluation measures and determine who is responsible. The committees/groups should then share their work on the plan with the library director. In October, Kit will meet with each group/committee to review, discuss and revise their work. After these discussions, Kit will present the full plan to the entire Board for further discussion and approval.

2. Update on Library Renovations

Claudia Young reported that the library was closed for four (4) days while the building’s electrical panels and flooring on the main floor were being replaced. The library’s computer center is now located on the main floor of the library and public desks/service points have been consolidated. Meeting room space has also been modified and renovated. The Mark Twain Room is still located in the basement, and, now, so is the Truman Room. Administrative staff will move back into the library in September.

8. NEW BUSINESS

A. 2023 Audit

John Gulick made a motion, seconded by Kay Kasiske, to accept the 2023 Audit, as presented. Motion carried.

9. ADJOURNMENT

There being no further business, the Board adjourned at 7:25 p.m.

Meeting minutes approved on September 17, 2024.