

MISSOURI RIVER REGIONAL LIBRARY

Board of Trustees Meeting
213 Adams Street, JC Chamber Board Room
Jefferson City, Missouri
January 21, 2025

MINUTES OF THE MEETING

The regular Board of Trustees meeting was called to order at 6:11 p.m. by President Bob Priddy.

1. ROLL CALL OF MEMBERS

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

Member(s) absent: Ithaca Bryant, Becky Layton, Samantha Mebruer 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 Tara Espinoza, Marketing Specialist & Website Coordinator

Guests: Kayla Wilbers and Jason Walters from Huber & Associates

2. PUBLIC COMMENT

None

3. Huber & Associates Update

Kayla Wilbers and Jason Walters provided an update on Huber's management of the library's IT infrastructure. 2025 is the third year the library has contracted with Huber & Associates. Huber has replaced server infrastructure and data storage. They mitigated network vulnerabilities and firewall deficiencies. Workstation replacements were the priority in 2024, both public and staff. Two thirds of all workstations were replaced library wide. The library received a grant to assist with the costs of the replacements. The library also migrated to a new printing software (Spot Global). The 2025 focus will be to replace the server in Linn with more appropriate hardware and to complete the replacement of the remaining workstations. The library will be upgrading to Windows 11 on all workstations (Microsoft will no longer be supporting Windows 10). The library has a mixed network which doesn't always work well. The plan is to improve this in 2026 with hardware upgrades. Huber would like to continue to work with us to improve services for our patrons and staff. Huber is always monitoring the network and ensuring it is updated and secure. The library has also hired an employee, [Aidan Gallagher](#), dedicated to take care of end user computer support at the library and all the things that fall outside of the Huber contract.

4. APPROVAL OF MINUTES

Jessica Davis made a motion, seconded by Bob Swift, to approve the minutes from the December 17, 2024 meeting. Motion carried.

5. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

Kay Kasiske presented the monthly financial report (Attachments A & B). Kay Kasiske made a motion, seconded by Jeff Briggs, to approve the Treasurer's Report and Monthly Expenditures, as presented. Motion carried.

6. LIBRARY DIRECTOR'S REPORT

Claudia Young reported that the library saw over 1,000 people for the Living Windows program at the beginning of December. The library has a new door counter that allows us to break down numbers by hour. The library's Living Windows involvement has grown over the past several years, specifically when we added the Polar Express event.

The Missouri Public Library Directors meeting was held in Columbia. Claudia reported she and Angie both attended. There is a lot of good information shared at this meeting. Claudia and Angie met with Steve Potter, the Executive Director of the Missouri Evergreen consortium to discuss a possible migration by 2027. Missouri Evergreen would provide a significant cost savings for the library. Currently, the library spends about \$90,000 on ILS (Sierra), discovery layer (Vega) and MOBIUS.

Claudia also reported she met with an anonymous donor to discuss different projects the individual could fund. The donor is going to provide the funds to pay off the new library book van, which is \$150,000. The donor also requested \$40,000 be directed to digital collections. His donation to the MRRL Foundation totaled over \$257,000. The design of the library van was provided in the Board Packet. The van will arrive February 14, 2025. The Giving Tuesday donations allowed the library to purchase two AWE learning stations for the Children's Department.

7. COMMITTEE REPORTS

A. Capital Facilities Committee (Kay Kasiske) No Report

B. Executive Committee (Bob Priddy)

The Executive Committee met earlier tonight to conduct the annual review of Director Young. It was reported the committee has great confidence in Claudia and her leadership of the library. Claudia believes the library has accomplished a lot in the past year. Claudia provided a list of these accomplishments to the Executive Committee and has been asked to share this list with the entire board. Claudia indicated that she and staff will start working on the new strategic plan soon.

C. Finance Committee (Kay Kasiske) No Report

D. Foundation Liaison (Lori Bruce)

The Foundation met in January. There are two mini-golf fundraising events coming in February with the library. Mini-golf is scheduled for February 15 in Linn at the Osage branch and February 22 in Jefferson City at the main branch. The Foundation decided not to host a trivia night fundraiser as it has not been as successful as in the past. Instead, they plan to focus on increasing the awareness of charitable giving. Foundation Directors met with Kit Freudenberg in November regarding the library's new strategic plan; they will begin reviewing the Foundation's bylaws; and they will review the role and responsibilities of Foundation Directors. The Foundation is currently working on a new informational brochure. It

was also reported the Friends had a meeting last weekend to recruit more members.

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

F. Planning Committee (Ithaca Bryant) No Report

G. Bylaws Committee (Bob Priddy) No Report

8. UNFINISHED BUSINESS

A. Strategic Plan

Kit Freudenberg, strategic plan consultant, thanked the Board for the opportunity to work on the strategic plan with the library. Kit recapped the strategic planning process that the Board, the Foundation and staff have participated in over the last few months. Kit reminded all that the strategic plan is a living document and should be adjusted quarterly as work is completed. Kit went through the goals and action steps for each goal. John Gulick provided a list of action items for which the Board is responsible related to each of the goals. Discussion ensued regarding monitoring and updates to the strategic plan and how those should be disseminated to the entire board. Committee meetings will be used to work on specific items from the plan. Claudia will provide quarterly updates to the entire board on each goal's accomplishments for the quarter.

John Gulick made a motion, seconded by Kay Kasiske, to approve the strategic plan. Motion carried.

B. City meeting/Prison Redevelopment

Claudia reported that City Administrator Brian Crane was unable to attend tonight's meeting due to a scheduling conflict with the City Council meeting. This issue may arise again in February due to the President's Day holiday and the City Council scheduled meeting, so the Board may not be able to host Mr. Crane until March. It was suggested that, perhaps, instead of the entire board, it may be better to have just President Priddy and Director Young, or the Executive Committee, meet with Brian Crane.

9. NEW BUSINESS

A. Director Evaluation

Kay Kasiske made a motion, seconded by Lori Bruce, to accept the Executive Committee's recommendation to maintain Claudia Young's current 2-year contract as Director. (It should be noted her current 2-year contract runs through 2025). Motion carried.

10. ADJOURNMENT

There being no further business, the Board adjourned at 7:47 p.m.

Meeting minutes approved February 25, 2025.