

MISSOURI RIVER REGIONAL LIBRARY

Board Meeting

213 Adams Street, JC Chamber Board Room

Jefferson City, Missouri

June 18, 2024

MINUTES OF THE MEETING

The regular Board of Trustees meeting was called to order at 6:04 p.m. by Vice President John Gulick.

1. ROLL CALL OF MEMBERS

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

Member(s) absent: Becky Layton, Rodney Mulvania, Bob Priddy 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

2. PUBLIC COMMENT

No public comments; however, Ms. Eleanor Klein attended and observed the Board meeting.

3. APPROVAL OF MINUTES

Kay Kasiske made a motion, seconded by Jessica Davis, to approve the minutes from the May 21, 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). A question arose regarding the upcoming maturation of Treasury Bills held by the library. Debra explained that the banks communicate with her regarding the Treasury Bills and any action required, if necessary; the Treasury Bills are not automatically renewed. Debra indicated that the library has received revenue through the Athletes & Entertainers Tax from the state. Kay Kasiske inquired as to why the library was still paying Zimmer post-election. Claudia Young reported that the Zimmer Radio contract, which originated in 2019, has been canceled effective July 31, 2024 due to marketing survey results indicating radio is one of the lowest ranked communication tools used by the library and there are no measurable outcomes that support the continuation of radio advertising. Kay Kasiske made a motion, seconded by Bob Swift, to approve the Treasurer’s Report and Monthly Expenditures, as presented. Motion carried.

5. LIBRARY DIRECTOR’S REPORT

Claudia Young reminded the Board that the library is a cooling center during the summer months. Currently, there are some boiler issues which impact the air conditioning in the

library facility and it is extremely cold. The parts are on order and the boiler issues will be repaired as soon as possible.

Claudia reported that Anne Rottmann was officially re-appointed to the Board June 17 with a term which expires April 2027.

Claudia also reported that she, Angie Bayne, Jessica Wieberg and Lisa Sanning met with the Jefferson City Police Department (JCPD) resource officers regarding the patron behavioral issues and consequences in relation to unhoused/homeless patrons. Officer Markita Hitte wanted to ensure library staff are aware of resources available to the unhoused/homeless. Claudia also indicated that Mayor Fitzwater has commended the library for its enforcement of its Patron Code of Conduct which has had a ripple effect by moving behavior problems to other downtown locations, and Mayor Fitzwater has also said that the homelessness is not a library problem but a community one the city is trying to address. The City Council has established a task force/committee to focus on how to handle the city's unhoused population. Additional discussion related to trespassing ensued. Claudia indicated that in 2024, there have been 5 or 6 individuals trespassed. Currently, a trespassed individual must apply to have his/her library privileges reinstated. The Board requested that Claudia and staff present data on the number of individuals who have been trespassed over the past several years, verified by information included in the incident reports. The Board also suggested that the library may wish to consider reporting out to the community the improvements in patron behavior due to the enforcement of library policies and its Patron Code of Conduct.

Claudia also reported that the new Farber Specialty Vehicle is on schedule to be delivered sometime in late December. This new vehicle will be much easier to manage than the current Bookmobile. Claudia also indicated that she is waiting to see if any additional responses to the Request for Qualifications are received related to providing the library legal services as the current attorney can no longer represent the library due to a job change.

6. COMMITTEE REPORTS

A. Capital Facilities Committee (Kay Kasiske)

Claudia reported that the paving of the Osage County Library's parking lot is almost completed. It was reported that both organizations—the Friends of the Osage County Library and the MRRL Foundation—are donating funds to help defray the cost of this project. Claudia also reported that work has begun in anticipation of the administrative staff moving back into the library. One item associated with this move is the need to replace flooring on the main floor. One estimate has been received and another will be sought for comparison.

B. Executive Committee (Bob Priddy) No Report

C. Finance Committee (Kay Kasiske)

No report; however, the committee will meet in late July once the 2023 audit is complete and ready to be presented by Evers & Company, CPA's, LLC.

D. Foundation Liaison (Lori Bruce)

Lori Bruce reported that the Foundation is donating \$5,000 toward the paving of the parking lot at the Osage County Library. She also reported that as a result of the Foundation’s recruitment efforts, one new Foundation Director was voted in at its June meeting and one other potential director is still considering joining the organization.

E. Marketing/Communications Committee (Jeff Briggs)

Jeff Briggs reported that the Marketing/Communications Committee met last week. Claudia Young shared the results of a survey which indicated that most patrons get their information regarding library events through email, the online calendar posted on the MRRL website and/or targeted emails, and social media channels. The Committee agreed that radio advertising is ranked low and does not support the continuation of these services. Claudia reported that she has canceled the contract with Zimmer Radio. Jeff also indicated that the Marketing/Communications Committee is eager for the new strategic plan as it will help provide direction for the Committee. Claudia indicated that the library is now seeking applicants for a Marketing Specialist position, rather than a Manager.

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

Kit Freudenberg, facilitator, reported on the need for the Board to come to consensus and identify three (3) major goals around which the strategic plan can be developed. She previously shared the notes from the Board’s April 27, 2024 retreat related to the plan’s development. Kit shared past goals:

- Become an integral part of the community
- Update library facilities (i.e., elevators and restrooms)
- Find additional funding resources

Kit also shared past challenges:

- Parking
- Practical space limitations
- Increased costs associated with digital materials
- Unhoused/homeless individuals’ use of the facility
- Rumors and misinformation

Kit indicated that some development of the plan will need to be addressed with/by staff, and benchmarks must be determined. In addition to identifying goals, other components of the strategic plan— objectives, strategies and action steps—must also be

identified. Kit requested that the Board schedule at least another two hours to work on the plan's development.

8. NEW BUSINESS

Lori Bruce made a motion, seconded by Jeff Briggs, to go into closed session pursuant to RSMo 610.021 (1) legal actions, or litigation involving a public governmental body; RSMo 610.021 (2) leasing, purchase or sale of real estate by a public body; and RSMo 610.021 (3) hiring, firing, disciplining or promoting of particular employees by a public governmental body; as stipulated on the agenda.

Roll Call Vote:

Jeff Briggs - Yes
Lori Bruce - Yes
Ithaca Bryant - Yes
Jessica Davis - Yes
Kay Kasiske - Yes
Samantha Mebruer - Yes
Anne Rottmann - Yes
Bob Swift - Yes
John Gulick - Yes

Motion carried.

Bob Swift made a motion, seconded by Jeff Briggs, to return to open session.

Roll Call Vote:

Jeff Briggs - Yes
Lori Bruce - Yes
Ithaca Bryant - Yes
Jessica Davis - Yes
Kay Kasiske - Yes
Samantha Mebruer - Yes
Anne Rottmann - Yes
Bob Swift - Yes
John Gulick - Yes

Motion carried. The Board returned to open session.

9. ADJOURNMENT

There being no further business, the Board adjourned at 7:52 p.m.

Meeting minutes approved July 16, 2024.