

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Lower Level Conference Room, 308 East High Street
June 18,2019
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 6:03 pm by Kay Kasiske, Vice-President. Diane Clingman, Business Office/HR Coordinator, was present to take the minutes.

1. ROLL CALL OF MEMBERS

Members present: Kay Kasiske, Vice-President; Peggy Mulvania, Member; Chuck Lahmeyer, Member; Ruth Canada, Member; Stu Murphy, Member; Anita Randolph, Member; and Ithaca Bryant, Member.

Members absent: Jeff Briggs, President; Vicki Ford, Secretary; Debbie Rowles, Member; Valerie Weber, Member; Sabra Paulsmeyer, Member.

Also present were: Claudia Cook, Library Director; Betty Hagenhoff, Assistant Director; Natalie Newville, Marketing Manager; Diane Clingman, Business Office/HR Coordinator.

2. PUBLIC COMMENT

None

3. APPROVAL OF MINUTES

Chuck Lahmeyer made a motion to approve the May 20, 2019 minutes with the correction of Valeria Weber's name to 'Valerie Weber'. Stu Murphy seconded as amended. The motion passed.

**4. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES
(Attachments A & B)**

Ruth Canada reviewed the Treasurer's Report, Attachments A and B with the Board.

Stu Murphy moved that the Treasurer's Report and Monthly Expenditures be approved. Chuck Lahmeyer seconded. The motion passed.

5. LIBRARY DIRECTOR'S REPORT (Attachment C)– CLAUDIA COOK

Claudia reviewed her board report with the board members (copy attached).

Claudia reported the Jack Morton production company was at the library on May 22, 2019 to set up for the Grow with Google event. However, due to a tornado touchdown in

Jefferson City on the night of May 22 the event was cancelled. A few of the Google staff stayed to answer any questions from patrons that day. The library remained open until 8:30 pm, which was the downtown curfew. Currently we are trying to reschedule Google on August 19 to do three of the four workshops previously scheduled. These workshops would be available to those who originally registered for the event.

Lisa Otto resigned her HR position. In the same week Judy Speidel submitted her resignation. Diane Clingman was promoted to take both the administrative duties of HR as well as Judy's administrative duties regarding board functions and statistics reporting. Diane had previously been working as a Periodical Clerk in addition to her Business Office duties. She will no longer be handling the Periodical Clerk duties.

6. COMMITTEE REPORTS

A. Ad Hoc Bylaws Committee

No report.

B. Capital Facilities Committee

A meeting is to be held on June 20th at 4:30 in the 308 E. High, Conference Room.

C. Executive Committee

No report.

D. Finance/Fund Raising Committee

No Report.

E. Foundation

Natalie Newville reported the Foundation did meet on June 13.

Natalie gave a presentation to them on How to be a Library Ambassador. Natalie states an ambassador may be staff, patrons, or board members. It is part of the library's strategic plan to reach users and non-users to raise our profile and increase usage of our facility. You may be an ambassador by telling people about our programs, and available resources.

Claudia reported this year's Reader's Theatre with Mark Wegman will be held October 11 & 12, 2019 at the main library. Mark has suggested this year's theatre being shortened to just three scripts, two mystery and one comedy. Claudia is to speak to Mark to possibly extend Reader's Theatre to include a performance in Linn to raise funds for the renovation.

Claudia reported the contract with Scheppers International Truck Center will expire on October 1, 2019. Chuck Gelber and Claudia will be going to Scheppers in August to request \$4,000.00 in funds this year vs. the \$2,500.00 given in 2019.

F. Marketing/Communications Committee

The committee is focusing on how to raise numbers in circulation and program attendance.

G. Planning Committee

No report.

7. UNFINISHED BUSINESS

A. Osage County New Building Update.

Betty reports ads have been run in the Unterrified Democrat in Linn for bids with contractors for the renovation. At this time only one contractor has contacted. It is possible we may need to advertise in Jefferson City also. Claudia is working with some advertising companies regarding the signage mock-up needed for the Osage renovation. Claudia reported the fundraising letter for the renovation is almost complete and will be done soon. An application for the donation of three windows has been submitted Quaker, at this time we have not received a response.

8. NEW BUSINESS

A. 2018 Audit

A review of the 2018 Audit was given by Bobbie Redmon-Murray with Evers & Company. (copy attached). The library was given a clean opinion on their Financial Statements for 2018. Stu Murphy moved that the 2018 Audit Report be accepted. Ruth Canada seconded the motion. The motion passed.

B. Electronic Mailing of Board Packets

A review for mailing monthly board packets was discussed, and it was decided to send the packets electronically. Board packets will be printed and given out at the monthly meeting.

9. ANNOUNCEMENTS

None to report.

10. Adjournment

The meeting was adjourned by Kay Kasiske at 7:30. Minutes of the meeting were submitted by Diane Clingman.

APPROVED 07/16/2019