

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Annex Conference Room, 209 Adams Street
December 19, 2017
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 5:59 pm by Stu Murphy, President. Judy Speidel, Administrative Assistant, was present to take the minutes.

1. ROLL CALL OF MEMBERS

Members present: Stu Murphy, President; Katrinka Goldberg, Member; Marge Kudrna, Member; Ithaca Bryant, Member; Debbie Rowles, Member; Valerie Weber, Member; Kaye Bertels, Member; Vicki Ford, Member; Ruth Canada-Painter, Member; Adam Veile, Member; and Jeff Briggs, Member. Also present were: Claudia Cook, Library Director; Lisa Otto, Human Resource Officer; Natalie Newville, Marketing Coordinator; Kit Freudenberg, Consultant; and Ellen Rutledge, MRRL Friends President.

2. PUBLIC COMMENT

There was no public comment.

3. APPROVAL OF MINUTES

The board directors made the following changes to the November 21, 2017, minutes: under Item # 3 change "Kasiska" to "Kasiske"; under Item 4 change "meet" to "met"; under Item 6 (7th bullet point) change the first part of the sentence to read: "Claudia stated her last name has changed to Cook"; and in Item E change "maybe" to "may be".

Vicki Ford made a motion to approve the minutes of the November 21, 2017 meeting, as amended. Marge Kudrna seconded. The motion passed.

4. LIBRARY SPOTLIGHT: ELLEN RUTLEDGE, MRRL FRIENDS PRESIDENT

Claudia Cook introduced Ellen Rutledge, MRRL Friends President.

Ellen reported the MRRL Friends falls under the Foundation although this organization is not a fundraiser but their primary goal is to support the Library and volunteer their services.

Ellen reported the other officers for the MRRL Friends are: Judy Alexiou, Vice President; Susie White, Secretary; and Pat Freeman, Treasurer. She also reported Warren Solomon and Mary Knistler are members at large.

Ellen reported the dues are \$5.00 for individual membership and \$10.00 for a family membership. She welcomed anyone in the room to join the MRRL Friends.

The Friends meet quarterly: January was their business meeting, February was a program on the Library's databases; July was a program on meals provided by the Pantry; and October was a joint program with Operation Bugle Boy. In January 2018 the Friends will host an author event featuring Laura McHugh and Jill Orr.

Ellen highlighted some of the program and services that the MRRL Friends have done for the Library as well as gave information on how the volunteer system works.

5. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

Katrinka Goldberg reviewed the Treasurer's Report with the Board.

Valerie Weber moved that the Treasurer's Report and the Monthly Expenditures be accepted as submitted and filed for audit. Ithaca Bryant seconded. The motion passed.

6. LIBRARY DIRECTOR'S REPORT – CLAUDIA COOK

Claudia summarized the items contained in her written report. Items of interest include:

- Claudia thanked Stu for his leadership the last two years.
- Claudia highlighted the successes the Library had this year which included: Eclipse sighting and programs, hiring Natalie Newville, new van, hiring Lisa Otto, and appointment of new board members. Claudia reported the strategic plan was a huge success and the staff uses it as a guide in all decision making.
- Claudia spent time with Lisa Otto in December educating her on the Library's practices, policies and procedures.
- Along with feedback from managers, Lisa, Betty, and Claudia rewrote the yearly employee evaluation and self-evaluation.
- The MRRL Friends and the Library hosted a Harry Potter Trivia Night at the Capital Mall.
- The MRRL Board of Trustees was grand marshals of the Jefferson City Parade.
- The Foundation's annual letter and Giving Tuesday campaign was a big focus for the Library this month. Kit Freudenberg along with Natalie and Ashley (graphics assistant) did a fantastic job on its content and presentation.
- The Library staff once again came together to decorate the library for the holidays and also in preparation for our involvement in the Living Windows festivities. If you haven't already stopped by and taken a look at our decorations, I hope you will. We have a terrific looking book tree made of MRRL/ABLE book sale donations. Osage County Branch looked nice as well and they had 46 attendees for Santa night.

- Due to possible bad press, Claudia reported changing the amount of \$300 to \$100 for the amnesty proposal she submitted at the November MRRL board meeting.
- Barbara Reading will be serving as an ad hoc member of the Capital Facilities Committee. Stu reported he has contacted retired architect Dan Eckles and he has agreed to serve on this committee as well.
- Brittany Hilderbrand of the News Tribune has accepted a job with Senate Communication as their reporter. No word yet on her replacement.

7. COMMITTEE REPORTS

A. Ad Hoc Bylaws Committee

No Report.

B. Capital Facilities Committee

No Report.

C. Executive Committee

No Report.

D. Finance/Fund Raising Committee

No Report

E. Foundation

Debbie reported the Foundation met on December 14, 2017 and the highlights of the meeting were:

- Natalie was the Library representative for this meeting and her report was as follows: sixty patrons attended the Holiday Wine Pairing event; United Way bake and craft sale raised \$1200.00; pop-up book sale to be held the last weekend in January; Amnesty procedures; Amazon wish list where items can be purchased for nonprofit organizations; Library ads on KAT country radio; and development of a book club list.
- The Foundation is still receiving donations in memory of Kathy Penfold and Reg Turnbull.
- Balance of the Foundation's money market account is \$ 30,464.31 as of November 30, 2017. The MRRL Friends account is \$ 4,715.85.
- As of December 14, the Foundation has raised \$ 7,122.00 from Giving Tuesday.
- MRRL Board and ABLE Board members were grand marshals in the Jefferson City Christmas Parade.
- The Foundation's Mini-Golf event will be held on February 24 from 5:00 pm to 8:30. If bad weather in February, March 3 is the alternative date.

- The Library will be having a blood drive on January 2, 2018 from 11:30 am to 5:00 pm. Plans are to have a blood drive quarterly.

F. Marketing/Communications Committee

Natalie Newville reported beginning January 1, Library ads will be aired on KAT Country with a variety of slots. There will be 25 weekly ads. The first ad will include information on how the Library can help with New Year Resolutions.

G. Planning Committee

No Report.

8. UNFINISHED BUSINESS

A. Nominating Committee Report/Election of Trustees

Adam Veile presented the slate of officers for 2018 as follows: Jeff Briggs, President; Kay Kasiske, Vice President; Katrinka Goldberg, Treasurer; and Vicki Ford, Secretary. Stu thanked Adam Veile, Valerie Weber, and Debbie Rowles for their work on the slate of officers. There were no nominations from the floor.

Ruth Canada-Painter made a motion to approve the 2018 slate of officers. Valerie Weber seconded. The motion passed.

B. Library Director Evaluation and Contract

Lisa reported she has simplified the form for the director's evaluation and created a survey which not everyone has completed. January 5 is the deadline and she advised she will send a reminder email out to everyone.

Vicki recommended meeting with staff quarterly to review their performance. This could be a brief meeting and nothing put in writing. Valerie reported most organizations are doing them annual in conjunction with the timely of raises. Claudia reported that next year staff can evaluate their bosses.

Stu advised he will set up a meeting with the current Executive Committee and 2018 President Jeff Briggs to complete the Library Director's evaluation.

C. Holiday Amnesty Proposal Update

Claudia reported a procedure is in place for the amnesty program. The Library has already received calls. Vicki recommended having patrons call first to see if they, in fact, qualify.

9. NEW BUSINESS

10. ANNOUNCEMENTS

Claudia reported the staff Christmas party was very nice and was attended by a couple of board members.

Betty announced the “Pop-Up” book sale will be held on January 27, January 28, and January 29, 2018, in the Art Gallery. The Library will need volunteers for setting up the sale and working at the sale. If anyone can volunteer, let Betty know. The regular book sale will be held on the second Wednesday of March from now on.

Betty announced the Library will partner with the American Red Cross for four blood drives. The first one will be on January 2, 2018, from 11:30 to 5:00 pm and volunteers will be needed to work the blood drive.

Claudia reported Ashley Stieffermann has accepted a full time job with the Library.

Kit announced she will be assisting ABLE Board and if anyone has some information about ABLE that would help her to understand their organization to please let her know.

Stu announced this was his last meeting and he wanted to thank everyone for their enthusiasm and outstanding work.

11. ADJOURNMENT

The meeting was adjourned by Stu Murphy at 6:53 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED 1-16-2018