

**MISSOURI RIVER REGIONAL LIBRARY**  
**BOARD MEETING**  
**Osage County Library, 10140D Main Street, Linn, Missouri**  
February 17, 2015  
**MINUTES OF THE MEETING**

*The regular Board of Trustees meeting was called to order at 7:05 p.m. by Abbey Rimel, President. Judy Speidel, Administrative Assistant, was present to take the minutes.*

**1. ROLL CALL OF MEMBERS**

Members present were: Abbey Rimel, President; Jenny Jacobs, Vice-President; Jane Dolan, Secretary; Marge Kudrna, Member; Debbie Rowles, Member; Vicki Ford, Member; Nicoll Clarkson, Member; Donna White, Member; Katrinka Goldberg, Member; and Kathy Penfold, Member. Also present were: Claudia Schoonover, Library Director; Betty Hagenhoff, Assistant Director; Elizabeth Beach, Human Resource Director; and Noelle Parker, Osage County Branch Manager

**2. PUBLIC COMMENT**

There was no public comment.

**3. APPROVAL OF MINUTES**

Abbey requested changing “Kundra” to “Kudrna” in the first sentence of paragraph 4 under Item 6 of the January 20, 2015 minutes.

Vicki Ford made a motion to approve the minutes of January 20, 2015, as amended. Kathy Penfold seconded. The motion passed.

**4. LIBRARY SPOTLIGHT: Noelle Parker, Osage County Branch Manager**

Noelle presented the highlights of events at the Osage County Library for 2014. She reported the Osage County Library had a total of 113 programs and approximately 1400 in attendance. Noelle reported on the various activities she has been doing to increase awareness to the community of their services through advertising in the county paper and doing outreach programs.

**5. TREASURER’S REPORT AND APPROVAL OF MONTHLY EXPENDITURES**

Jenny Jacobs reviewed the Treasurer’s Report with the Board.

Jenny Jacobs moved that the Treasurer’s Report and the Monthly Expenditures be accepted as submitted and filed for audit. Kathy Penfold seconded. The motion passed.

**6. LIBRARY DIRECTOR'S REPORT – CLAUDIA SCHOONOVER**

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

- Claudia and Paula Schulte, at the request of KRCG's Ryann Rumbaugh, participated in an interview with Ryann on *Live at Sunrise* on January 19, 2015. Claudia reported a possibility of doing these interviews on a regular basis.
- Ceiling on the main floor of the library was removed on Martin Luther King's holiday. Claudia reported the library was without heat from January 16 through January 31 but the mild weather combined with the building's ability to hold heat kept any major problems occurring during this time.
- The Library will be closed on March 10 and March 11 for the electrical panel removal/installation. Claudia reported this will be the week for the book sale so there will be plenty of work for staff to do. She reported for those staff members that are unable to do heavy lifting; the library will offer a mental health first aid workshop which will be held at the Baptist Church on March 10. She reported ten staff members have signed up to attend.
- The Library hosted the Homelessness Tax Force meeting at the library on January 17, 2015. Claudia reported she is on the Education Sub-Committee which she felt was a good fit for her.
- Claudia and Paula are meeting weekly to develop a marketing plan for the library. Claudia reported getting a lot of feedback from staff.
- Foundation's mini-golf event will be held on Saturday, February 21, 2015.
- Claudia reported on the progress of staff's outreach programs. Betty advised Board members that the statistical report has been changed to show the number of outreach programs and attendance.

**7. COMMITTEE REPORTS**

**A. Capital Facilities Committee**

Nicoll reported the Committee did not meet. Betty Hagenhoff reported that Andy with The Clark Enerson Partners will be at the library on Thursday to review progress and the deadline for completion was still March 17.

**C. Executive Committee**

No Report.

**D. Finance Committee**

No Report.

**E. Foundation**

Debbie Rowles reported she was unable to attend the Foundation Meeting on February 12 but due to a lack of a quorum no formal foundation meeting was held. She reported members and library staff did work on plans for the Foundation's mini-golf event which will be held Saturday, February 21 from 5:00 pm to 9:00 pm weather permitting. Claudia reported if the event is cancelled it will be announced on Facebook, MRRL website, with posters on the door, and on television stations.

**E. Planning Committee**

No Report.

**8. UNFINISHED BUSINESS**

**A. Revised Organizational Chart**

Claudia requested and was granted more time to present a revised organizational chart as the current chart was entered on Publisher which she was not able to make any changes. She reported she will try to have the organizational chart by the March Board Meeting.

**B. Carnegie Building**

After discussion on the possibility of purchasing the Carnegie Building, it was recommended that Claudia meet with the county commissioner to determine what the selling price would be for the Carnegie Building, to also meet with the City of Jefferson Historic Preservation Commission to do a tour of the building to determine what their ideas would be for the building, and to find out what is the fair market value of the Annex building. The Board agreed the parking issue would be the biggest concern. The Board also requested a clear plan on the library's use of the Carnegie Building.

**9. NEW BUSINESS**

**A. 2014 Budget Adjustments (Attachment D)**

Betty reviewed the 2014 Budget Adjustments with the Board.

Vicki Ford made a motion to approve the 2014 Budget Adjustments. Jenny Jacobs seconded. The motion passed.

## **10. ANNOUNCEMENTS**

### **A. MRRL/ABLE BOOK SALE**

Betty reported the book sale will begin on Wednesday, March 11 and will run through March 14. Staff will begin setting up on Wednesday morning. She welcomed any Board members that wanted to come out and work that week to please do so. She did need additional help on Wednesday, March 11, from 8:00 pm to 10:00 pm. Betty advised the Board that one of the changes is that they will be charging \$ 5.00 for every person regardless of age on Wednesday only. This charge was to help alleviate the small children in strollers coming to the sale on this night due to the overcrowding on the first night of the sale. She reported there will be no cover charge for the rest of the sale.

### **B. Board Member Resignation**

Nicolle announced she will be resigning from the Board. Abbey thanked Nicolle for her work on the Capital Facilities Committee.

## **11. ADJOURNMENT**

Abbey Rimel adjourned the meeting at 8:45pm. Minutes of the meeting were submitted by Judy Speidel.

**APPROVED 03/17/2015**