

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Annex Conference Room, 209 Adams Street
June 19, 2018
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 6:00 pm by Jeff Briggs, President. Judy Speidel, Administrative Assistant, was present to take the minutes.

1. ROLL CALL OF MEMBERS

Members present: Jeff Briggs, President; Kay Kasiske, Vice-President; Vicki Ford, Secretary; Stu Murphy, Member; Ithaca Bryant, Member; Anita Randolph, Member; Bonnie Baker, Member; Peggy Mulvania, Member; Debbie Rowles, Member; and Ruth Canada-Painter, Member. Members absent: Valerie Weber, Megan Eldridge, and Kaye Bertels. Also present were: Claudia Cook, Library Director; Betty Hagenhoff, Assistant Director; and Natalie Newville, Marketing Manager.

2. PUBLIC COMMENT

3. SUNSHINE LAW PRESENTATION

Casey Lawrence, Director Sunshine Law Compliance of the Office of the Missouri Attorney General, did a presentation on the Missouri Sunshine Law as it pertains to the Library board meetings. She reported any time business is discussed, it is considered a meeting if a quorum of members of that board or sub-committee is present. She also reported voting by emails is considered a “public” vote. Casey presented a paper document of her presentation along with the Missouri Sunshine Law booklet to each member. She also advised having a sunshine law policy which shows custodian of records. Betty Hagenhoff reported she was the custodian of the library records. Claudia advised the Library does have a policy and it will be reviewed to see if updates are needed.

4. APPROVAL OF MINUTES

Anita Randolph made a motion to approve the minutes of the May 15, 2018 meeting. Debbie Rowles seconded. The motion passed.

5. TREASURER’S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

Ruth Canada-Painter reviewed the Treasurer’s Report with the Board.

Kay Kasiske moved that the Treasurer’s Report and the Monthly Expenditures be accepted as submitted and filed for audit. Vicki Ford seconded. The motion passed.

6. LIBRARY DIRECTOR'S REPORT – CLAUDIA COOK

Claudia presented the Board with her May report of activities along with a copy of the Call for Artist statement that has been presented to Parks and Recreation Cultural Arts Specialist Leann Porello who is assisting the Library in finding an artist to do a sculpture for the Library.

Claudia extended an invitation to the members of the Board, especially the new members, to tour the Annex Building, the Main Library, and the Osage County Library. Jeff Briggs advised he would like the tour and it was decided to meet at 5:30 pm before the August MRRL Board meeting for a tour of the Annex Building and the Main Library.

Claudia advised she is working on getting all outreach staff from the MRRL Library and other surrounding libraries together periodically to exchange ideas and experiences.

The Foundation President Kathlene Woodruff is helping the Library partner with the Wal Mart Academy of volunteers who want to help with story time. Eric gave a 25 minute presentation to the volunteers on how to read to children. These individuals will do a story time event, assist with the Children's Storytime Program, visit schools, and visit day cares.

Claudia reported the Library has lost about 50% of its hot spots and as a result the Library is asking for a \$25 deposit. Three individuals did take their names off the hold list as a result.

The Library plans to partner with KMOS for PBS Great American Read activities. Capital City Cinema will also be a part of these events. We will all work together.

7. COMMITTEE REPORTS

A. Ad Hoc Bylaws Committee

Each board member was given a copy of the bylaws approved in May.

B. Capital Facilities Committee

Vicki Ford reported the Capital Facilities Committee will be meeting on June 20, 2018.

C. Executive Committee

No Report

D. Finance/Fund Raising Committee

No Report.

E. Foundation

Debbie Rowles reported the Foundation did meet on June 14, 2018. The highlights of the meeting were:

- Mr. Chuck Lahmeyer of the Friends group assisted at the June 1 Reading Buddies event.
- Two cultural concerts are planned as follows: Bach to the Future will perform on August 10 and Faded Youth will perform on September 7. Both of these concerts will be held at the Riverside Amphitheatre.
- The Foundation's money market account has a balance of \$43,300.02 as of May 31, 2018 and the MRRL Friends have a balance of \$5,268.80. The Foundation gave \$700 to the Library for benches.
- The Foundation Directors began working on plans for the Readers Theatre which will be held the last weekend of September. It will feature radio broadcasts and discussions will be held on whether to hold this event one or two nights.
- Chuck Gelber is recommending contacting Xtreme Body and Paint, who are expanding to include full service to large trucks and vans, to partner with the library for advertising in exchange for bookmobile repair and maintenance costs in the amount of \$4500 per year. Claudia reported the staff has been unhappy with the previous mechanics and are willing to try Xtreme Body and Paint.
- The Foundation Directors discussed the Annual Fund Campaign and Claudia is currently reviewing the Foundation's Sponsorship Guidelines.

F. Marketing/Communications Committee

Jeff Briggs reported the committee did meet last month. He reported Claudia and Natalia are doing a great job.

Natalie reported under Goal 1 there are three objectives that they are working on. She reported objective 1 and 2 are coming along and objective 3 will be completed before the next marketing meeting. Jeff reported the new benchmark (using the percentage of active users of the population) gives a more accurate measurement. He reported the Library is servicing 30% of the current population and hope that will increase each year.

Natalie reported the new website will be up and running by the end of the month. Patrons will be able to register for a program right on the website. The new website will be much better organized and user friendly. Claudia reported the cost was \$18,000.

G. Planning Committee

Stu reported he has met with Claudia to discuss assembling the full committee prior to the August meeting. Stu has asked Claudia to report on the action steps taken this past year in her monthly Director's Report.

8. UNFINISHED BUSINESS

9. NEW BUSINESS

A. Election of Board Treasurer

Jeff Briggs asked if there were any nominations from the floor for Treasurer to replace Katrina Goldberg. Bonnie Baker nominated Ruth Canada-Painter as Board Treasurer.

Kay Kasiske made a motion to appoint Ruth Canada-Painter as Treasurer. Vicki Ford seconded. The motion passed.

B. Audit Report

Ruth Canada-Painter presented the 2017 audit report from Evers and Company

Debbie Rowles made a motion to accept the 2017 audit report. Kay Kasiske seconded. The motion passed.

Betty suggested the Finance/Fund Raising Committee review the "PRIOR YEAR RECOMMENDATIONS RESUBMITTED" contained in the Auditors' Suggestions to Management.

C. Annex Building Lease

Claudia advised she has received information from the landlord, Tony Weldon, indicating she would be increasing the rent from \$4500 to \$5500 a month. After discussion, Betty Hagenhoff recommended contacting a commercial realtor who specializes in rental of downtown buildings for rental estimates and she also recommended verifying the square footage of the Annex building. The Board members recommended if a new lease is presented that the matter be handled by the Executive Committee

D. Human Resource Policy Approval

Jeff Briggs advised a comma was needed after "benefits" in the first sentence of the Workplace Breastfeeding Policy and change "it" to "its" in the first sentence of the Workplace Health and Safety Policy.

Vicki Ford made a motion to accept the Library Vehicle Usage Policy; the Missing Child Policy; the Workplace Breastfeeding Policy, as amended; and the Workplace Health and Safety Policy, as amended. Debbie Rowles seconded. The motion passed.

10. ANNOUNCEMENTS

Natalie reported the Library has been nationally recognized for its Adam Code policy.

Natalie also advised she would be taking board members pictures after the meeting for the new website.

11. ADJOURNMENT

The meeting was adjourned by Jeff Briggs at 8:14 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED 7/17/2018