

**MISSOURI RIVER REGIONAL LIBRARY  
BOARD MEETING  
Annex Conference Room, 209 Adams Street  
June 21, 2016  
MINUTES OF THE MEETING**

*The regular Board of Trustees meeting was called to order at 7:00 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; Vicki Ford, Vice-President; Jenny Jacobs, Treasurer; Adam Veile, Secretary; Debbie Rowles, Member; Bill Zimmerman, Member; Katrinka Goldberg, Member; Kay Kasiske, Member; Marge Kudrna, Member; Jane Dolan, Member; Valerie Weber, Member; and Kathy Penfold, Member. Also present were: Claudia Schoonover, Library Director; Betty Hagenhoff, Assistant Director; Elizabeth Beach, Human Resource Director; Tammie Busch, Administrative Practicum Student-University of Missouri-Columbia; Lauren Bielecki, Practicum Student; Dale Siebeneck, CPA, Evers and Company; Bobbie Murray, CPA, Evers and Company; and Tim Sigmund, Attorney.

**2. AUDITOR'S REPORT**

Dale Siebeneck reviewed the Independent Auditors' Report for the 2015 audit with Board Trustees.

Jenny Jacobs made a motion to approve the 2015 Annual Audit as presented. Valerie Weber seconded. The motion was approved by all members present.

**3. PUBLIC COMMENT**

A library patron addressed the Board with her complaint on the library's collection procedures. She believed she should have received a letter advising her of the debt prior to the debt being turned over to a collection agency. She did indicate she requested to be notified of library issues thru the email process but believed when it came to a collection debt, a letter should have been sent in addition to the emails.

The Board President advised the patron that they would take her complaint under advisement.

After the patron left, Claudia reported that if a patron elects to be notified by email, then all notices are sent via email and the library is unable to designate one type of notice to be sent one way and another sent by mail. After discussion, the board trustees believed that since the patron elected to be notified by email, she has some responsibility in reading her emails and taking action as a result. Claudia did advise that she will have Jessica Wieberg, Circulation Manager, speak to the Board on the collection procedures at the next board meeting and give the Board an opportunity to recommend any changes at that time.

Claudia reported the Patron Code of Conduct will be included in the packets for the next Board meeting.

**3. APPROVAL OF MINUTES**

The board recommended changing the date in the second paragraph under Item 7E from “May 21” to “June 21”. Valerie Weber made a motion to approve the May 17, 2016 minutes, as amended. Vicki Ford seconded. The motion passed.

**4. 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.

**5. LIBRARY DIRECTOR’S REPORT – CLAUDIA SCHOONOVER**

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

- The Library partnered with Lincoln University for the farmer’s market held every Saturday in May. The Library provided the Bookmobile, big games, and hired a children’s musician to perform for the event.
- The Library has begun the 2017 budget process which Claudia has modified by asking Managers to give their input as to where they would like to see library resources directed. Claudia asked the Managers for a list of priority items which she included on the back on her report in the packet.
- Claudia asked if trustees knew of anyone who might want to join the MRRL Foundation and she reported sending a mass email out to the Chamber of Commerce Leadership classes to recruit new members.
- Claudia presented the directors with a July program calendar.
- Claudia advised she has made a note in her report of the ban on Curtis Sullivan. She reported she had contacted the Community Resource Officer to make him aware of the situation.
- Noelle Parker returned to work at the Osage County Library on May 17 and her staff did a terrific job in her absence.
- Claudia gave an update on the Passport Jefferson City event and the email marketing service.

**7. COMMITTEE REPORTS**

**A. Capital Facilities Committee**

No Report.

**B. Executive Committee**

No Report.

**C. Finance Committee**

No Report.

**D. Foundation**

Debbie Rowles reported the Foundation met on June 9, 2016, and the highlights of that meeting were:

- Total Foundation assets were \$ 19,063.58 in checking and \$ 501.75 in savings. There was no report on the finances for the MRRL Friends group as the Foundation treasurer was absent from the meeting.
- The Vintage Library event has been tabled due to lack of available space at the library to hold this event. The Readers Theatre event will be held on September 30 and October 1.
- Foundation has put together a Sponsorship Guideline which can be presented to potential donors. The guideline has different levels of donating to the Foundation.
- Foundation and Kit Kreudenberg will be working on a new recruit policy and procedure where the recruit can complete an application form. A few potential recruits have asked about an application form and they Foundation did not have one to give them.
- Foundation looking into a train ride fundraiser.
- Friends President Ellen Rutledge was scheduled to speak but due to lack of quorum of Foundation members at the June meeting. Claudia reported Ellen will speak at the August Foundation meeting.

**E. Planning Committee**

Stu Murphy reported the Planning Committee did meet at 6:00 pm. The object of the meeting was to review the library surveys for library users and non-users. Claudia reported once all the changes have been made, she will email the surveys out to the board trustees.

The Planning Committee will meet again on July 19 at 6:00 pm.

**8. UNFINISHED BUSINESS**

**A. Tax Increment Financing (TIF) Update**

Betty gave an update on the TIF proposal. She reported there will be a meeting on this in the City Council Chambers on June 23 at 5:30 if anyone wanted to attend. She requested that the Board trustees advise her on how to vote.

Tim Sigmund, Attorney spoke to the group on the TIF proposal.

Vicki Ford made a motion to advise Betty to vote in favor of the TIF proposal. Jenny Jacobs second. All opposed. Motion did not pass.

**9. NEW BUSINESS**

**10. ANNOUNCEMENTS**

**11. ADJOURNMENT**

The meeting was adjourned by Stu Murphy at 8:37 pm. Minutes of the meeting were submitted by Judy Speidel.

**APPROVED 7-19-2016**