

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Annex Conference Room, 209 Adams Street
March 17, 2015
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 7:05 p.m. by Claudia Schoonover, Library Director on behalf of the board officers. Judy Speidel, Administrative Assistant, was present to take the minutes.

1. ROLL CALL OF MEMBERS

Members present were: Marge Kudrna, Member; Debbie Rowles, Member; Vicki Ford, Member; Nicoll Clarkson, Member; Donna White, Member; Katrinka Goldberg, Member; Bill Zimmerman, Member; and Adam Veile, Member. Also present were: Claudia Schoonover, Library Director; Betty Hagenhoff, Assistant Director; Elizabeth Beach, Human Resource Director; Marsha Posz, Clerk/Writing Guru; and Landon Reeves, News Tribune.

2. PUBLIC COMMENT

There was no public comment.

3. NEW BOARD MEMBER

Claudia introduced new Board Member Adam Veile. Adam gave a brief bio of himself along with everyone introducing themselves to Mr. Veile.

4. APPROVAL OF MINUTES

Debbie Rowles made a motion to approve the minutes of February 17, 2015. Donna White seconded. The motion passed.

5. LIBRARY SPOTLIGHT: Marsha Posz, Clerk/Writing Guru

Marsha spoke on her "Ask the Writing Guru" program. Upon being hired in November 2013 she noticed a lot of books were being checked out on resume writing and individuals were coming into the library to check newspapers for job listings some of whom were homeless. She felt she could provide a service to the public by offering assistance in completing resumes and resume cover letters. She indicated she offers a writing clinic on Tuesday afternoons from 4:00 pm to 5:00 pm in the storyhour room. She indicated she has helped an individual fill out forms for admittance to dental school, assisted an individual from India in writing answers to essay questions, tutored someone on filling out a donation request letter, and assisted one person who wanted to write her memoir. She has contacted schools, other agencies, and homeless shelters for possible referrals to this program. She stated that she felt there was a real need for this type of service for the community. Claudia reported being very excited to be able to offer this program.

6. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

Betty Hagenhoff reviewed the Treasurer's Report with the Board.

Vicki Ford moved that the Treasurer's Report and the Monthly Expenditures be accepted as submitted and filed for audit. Donna White seconded. The motion passed.

7. LIBRARY DIRECTOR'S REPORT – CLAUDIA SCHOONOVER

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

- Claudia reported attending the Missouri Library Association's Library Advocacy Day on February 10 at the State Capitol with Paula Schulte. She reported, after being briefed at the Missouri State Library and having lunch, they went to the Capitol to meet with Senators and Representatives and spoke to them about the concerns they had with the library funds being withheld by the Governor. Claudia reported the loss of the withheld funds amounts to \$ 53,100 for the Missouri River Regional Library. She reported Osage County's state aid, which amounted to \$ 6,900, was part of the \$723,776 dollars released at the end of 2014. She advised that state aid was only released to counties who serve populations of 40,000 or under. Claudia reported these withheld funds will apply to 2016 as well. The withheld funds will have a long term effect on the library's maintenance and technology programs. Claudia included in the board packet a letter from the MLA Legislative Chairperson, Steve Potter, which outlines the affect the Governor's withheld funds have on libraries. Claudia reported there will be a rally on March 18 at 1:00 pm on the Capitol lawn. She reported she and several staff members will be attending and welcomed any board members to attend as well. She recommended board members write the Governor regarding releasing the withheld funds. She reported the Missouri Public Library Directors have written the Governor twice but have not received a response. Betty Hagenhoff reported state aid is the only aid the libraries get. She indicated the amount is 50 cents per capita population. In addition the library is losing about \$ 15,000 in REAL money which is separate from the state aid.
- Claudia reported attending the Wayfinding (MoDot Grant of \$ 1000.00 for downtown signage) open house with Betty Hagenhoff. We were included in giving them our favorite option.
- Claudia reported the Foundation's mini-golf event was rescheduled from February 21 to March 7.

8. COMMITTEE REPORTS

A. Capital Facilities Committee

Betty gave an update on the progress of the construction to the Library. She reported everything was going well. She reported the main floor ceiling replacement began on Martin Luther King Day when the library was closed. She indicated there were signs up advising patrons of the construction and no complaints were received. She reported one change was made from the original plans. It was discovered the circulation department already had a suspended ceiling so did not need replacing. As a result Betty reported the crew replaced the ceiling in the entrance hall, the ceiling by the first floor elevators, and the lobby on the second floor near the elevators. She reported the electrical work was done by the time the library opened on March 12 and everything was operational with the exception of the Sierra system. She reported most of the work will be completed by the end of this week. She indicated Andy Mitchell of Clark Enersen Partners has done one walk through to check on everything and will do a final walk through when everything is finished.

B. Executive Committee

No Report.

C. Finance Committee

Betty advised the Board of the letter to them from the auditors, Evers and Company, which letter was included in the packets.

D. Foundation

Debbie Rowles reported the Foundation did meet on March 12. She reported they have a balance of \$ 13,241.45. She reported this did not include the mini-golf proceeds which will be deposited in March.

Debbie advised the Foundation no longer has to renew the tax exemption form every three years as it is now a perpetual form. She also reported the Treasurer has filed tax statements with the IRS for the Foundation and the statements have been accepted by the IRS.

Debbie reported the Foundation had explored putting memorial envelopes in funeral homes for possible donations. She reported Kyle Trimble was a foundation board member and he recommended not having envelopes at his funeral home as they get tons of these types of requests. For the most part, he reported families usually have donations go to schools or churches.

Debbie reported the Annual Fund letter was ready to be mailed in April with 1500 potential donors. She also report another mailing will be done in the fall (possibly October) to library patrons. The library was working to have on their website a place where individuals can make an on-line donation to the Foundation. Debbie reported Claudia has provided the Foundation with various projects the Foundation could help with and which will be listed in the annual fund letter.

Debbie reported the Mayor's Run for Reading will be held on May 2 starting at the Thomas Jefferson School to Edgewood. She also indicated a member is working on flyers and t-shirts as well as a chiropractic doctor in Jefferson City has volunteered to be a sponsor.

Debbie reported Dr. Parks appointed a committee to appoint a Vice-President and a Treasurer. She reported Kyle Trimble will chair this committee.

Debbie reported the mini-golf proceeds were \$ 4,418.00. Although there were less participants, the additional money was due to having more hole sponsors this year.

Claudia reported she has filed a grant with the Schwartze Foundation for the microfilm reader in Osage County. She reported the cost would be \$5600.00 and the Friends of the Osage County Library would be donating \$ 3000.00 toward it. The Schwartze foundation grant would be for ½ of the cost which will be \$ 4,800.00. The library or foundation would have to pay an additional \$ 1,800.00.

E. Planning Committee
No Report.

9. UNFINISHED BUSINESS

A. Annex Appraised Value

Claudia, as requested by the board, presented the board with a letter from the Cole County Assessor's Office showing the appraised value of the annex building to be \$ 596,000.

B. Revised Organizational Chart

Claudia presented the Board Members with a revised organizational chart (copy filed with these minutes).

C. Carnegie Building

Claudia gave the Board an update on the Carnegie Building. She indicated she spoke with Sam Bushman and he did confirm there were no other interests in the building and they would be willing to give the building to the library or sell the building to the library for a minimum amount. However, Mr. Bushman did state it would probably be more than the 14-16 months before they vacate as they have nowhere to go. Claudia reported that Larry Vincent sent an e-mail indicating an interest in purchasing the current MRRL building for their offices. After discussion, it was recommended to have Claudia write Mr. Vincent and advise the library was committed to staying downtown in the MRRL building. Betty asked and the Board agreed to have Clark Enersen Partners come in one day to make some suggestions and also to give a price of a more in depth study of all three properties for future expansion. Betty did indicate it would probably take a levy increase or bond sale to finance any major plans for the area. Claudia advised parking is still a key issue on any future plans.

10. NEW BUSINESS

A. By-Laws

Bylaws review was tabled.

11. ANNOUNCEMENTS

A. Nicoll Clarkson

Nicoll announced the March board meeting will be her last board meeting as she is resigning.

B. Bill Zimmerman

Bill inquired as serving on a MRRL Committee. Betty advised him that the President, Abbey Rimel, will be preparing the Committee list in the near future.

Bill announced he had recently returned from a trip to Nigeria. He reported their library was in bad shape and in need of volunteers who would like to go there for two or three weeks to work on improving their library. Claudia advised him that she will put that information on the Missouri Public Library Director's list and Mobius listserv.

C. Book Sale

Betty reported she had no exact numbers yet for the book sale but it should be around \$ 50,000 to \$ 54,000. She advised the sale last year made \$ 52,000. Betty thanked everyone that worked at the sale or bought books. Betty report that although they charged \$ 5.00 entry fee for the first day and numbers were down, Thursday's sale attracted a larger crowd than in the past. Claudia praised Betty for the great job she does and stated the success of the sale was mainly due to her.

12. ADJOURNMENT

Claudia Schoonover adjourned the meeting at 8:20 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED 4-21-2015