

**MISSOURI RIVER REGIONAL LIBRARY  
BOARD MEETING  
Annex Conference Room, 209 Adams Street  
October 20, 2015  
MINUTES OF THE MEETING**

*The regular Board of Trustees meeting was called to order at 7:04 pm by Abbey Rimel, President. Judy Speidel, Administrative Assistant, was present to take the minutes.*

**1. ROLL CALL OF MEMBERS**

Members present: Abbey Rimel, President; Jane Dolan, Secretary; Jenny Jacobs, Treasurer; Marge Kudrna, Member; Adam Veile, Member; Kay Kasiske, Member; Debbie Rowles, Member; Bill Zimmerman, Member; Stu Murphy, Member; and Kathy Penfold, Member. Also present were: Claudia Schoonover, Library Director; and Brittany Ruess, News Tribune Reporter.

**2. PUBLIC COMMENT**

There was no public comment.

**3. APPROVAL OF MINUTES**

Jane Dolan made a motion to approve the September 15, 2015 minutes. Kathy Penfold 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. Kay Kasiske seconded. The motion passed.

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

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

- library staff participating in several community events;
- library hosted a kid's corner at the Oktoberfest on September 25;
- Claudia met with Stu Murphy to discuss the state of the current strategic plan and the committee will meet November 17 to begin work on the 2017-2020 strategic plan;
- Library will be working with the State Technical College of Missouri for another collaboration concerning OSHA-10 certification and WorkKeys testing;
- Foundation will be working with Kit Fredeunberg, a retired professional fundraiser expert, to develop a strategic plan and fundraising strategy;
- Working getting the by-laws passed for the Friends of the Library group;
- Received bids for the chiller and cooling tower replacement;
- September was National Hunger Awareness Month and the library held a three day food collection for fines;

- Paula Schulte will present the marketing plan to the board in December;
- Claudia presented two comments from patrons. She indicated she is moving forward on the small cart for disabled individuals and the library did have the requested Minecraft items. However, since this person did not leave a telephone number, she was unable to contact them.

## 7. COMMITTEE REPORTS

### A. Capital Facilities Committee

No Report at this time.

### B. Executive Committee

No Report.

### C. Finance Committee

No Report.

### D. Foundation

Bill Zimmerman reported the Foundation did meet on October 8, and highlights of that meeting were:

- Claudia reported the IT department could put donors names on computer screen which will be done after the next appeal fund letter is mailed;
- Thank you notes were sent this year to donors advising them what the donations were spent on;
- Next appeal fund letter will be mailed in November;
- Foundation will be working on a strategic plan which will tie in with the MRRL strategic plan;
- 2016 mini-golf event scheduled for February 20 with a February 27 alternative date if bad weather on the 20<sup>th</sup>;
- Foundation's total balance is \$ 13,362.97.

### E. Planning Committee

Stu Murphy reported he and Claudia met to review the existing strategy plan and discuss how to best start a new plan for the 2017-2020 years. He indicated his committee will meet prior to the next MRRL board meeting.

## 8. UNFINISHED BUSINESS

### A. Update on Osage County Library Building

Jane reported the library building was for sale at a cost of \$ 425,000. However, she reported that after a study done by Clark Enersen Partners, it was determined that there would be extensive repairs and remodeling costs associated with the purchase of the building. As a result, Jane reported the Osage County Board along with the Capital Facilities Committee decided it would be too costly for the library to purchase the building and will continue to rent its present location.

**9. NEW BUSINESS**

**A. Chiller and Cooling Tower Bids**

Marge reported three bids were received: \$ 256,000 from Air Masters; \$ 280,450 from Environmental Engineering; and \$ 314,400 from Harold Butzer Contractor.

Marge made a motion upon recommendation from the Capital Facilities Committee to accept the bid of \$256,000 from Air Masters for the replacement of the cooling tower and chiller. Stu Murphy seconded. The motion passed.

Marge reported there were three bids from these same companies for the fire alarms: \$39,308 from Air Master; \$45,900 from Environmental Engineering; and \$ 49,500 from Harold Butzer Contractor. She reported Andy Mitchell of Clark Enerson Partners believed these bids were high and as a result Don Kliethermes was going to do some more research.

**B. Suggested changes to Personnel Policies (Attachment D)**

Claudia presented two personnel policies for the board to consider: changes to the Employee Recognition Program and changes to the Employee Benefits policy.

Kathy Penfold recommended deleting the word “currently” in the first, second, and third sentences.

Adam Veile made a motion to accept the revised Employee Recognition Program policy with the deletion of the word “currently” as recommended. Kay Kasiske seconded. The motion passed.

After discussion on the language of the Employee Benefits policy, the motion was tabled until a rewritten policy is presented to the board.

**C. Appointment of Nominating Committee**

Abbey appointed Debbie Rowles and Adam Veile to the nominating committee to complete a slate of officers for the MRRL Board. Abbey instructed Judy Speidel to send Debbie and Adam via e-mail a copy of the officers for the past two years for each board.

**10. ANNOUNCEMENTS**

None

**12. ADJOURNMENT**

Abbey Rimel adjourned the meeting at 7:55 pm. Minutes of the meeting were submitted by Judy Speidel.

**APPROVED 11-17-2015**