

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Annex Conference Room, 209 Adams Street
September 20, 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; Adam Veile, Secretary; Debbie Rowles, Member; Katrinka Goldberg, Member; Kay Kasiske, Member; Marge Kudrna, Member; Jane Dolan, Member; and Kathy Penfold, Member. Also present were: Claudia Schoonover, Library Director and Betty Hagenhoff, Assistant Director.

2. PUBLIC COMMENT

There was no public comment.

3. APPROVAL OF MINUTES

Changes to the August minutes were as follows: change “thought” to “throughout” in the first sentence of the second bullet point under # 5 and change “county and city offices” to “Cole County and City of Jefferson offices” in the first sentence of the second bullet point under #7D.

Vicki Ford made a motion to approve the minutes of the August 16, 2016 meeting, as amended. Kay Kasiske seconded. The motion passed.

4. TREASURER’S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

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

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

5. LIBRARY DIRECTOR’S REPORT – CLAUDIA SCHOONOVER

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

- Claudia and Betty attended Library Financial Management training in Columbia. Claudia reported it was beneficial to her as a new Director and Betty found it reassuring that we are using the best financial practices for libraries.

- Claudia initiated a MoreNet site visit with Jason Shelvy, IT Manager, due to continued internet speed and Wi-Fi issues. Since this visit, Jason has replaced some existing equipment and there has been a noticeable change observed by both staff and patrons. Upon completion of the band-width upgrade, the library's band-width will increase from 25 to 50 megabytes. She reported they will monitor the Osage County Library band-width which is 3 megabytes but at the present time that seems sufficient.
- Paula has done an outstanding job of promoting the Community Conversations. Claudia thanked all those who participated in making a video to promote the events.
- Claudia reported she will take over the arrangements for the Cultural Concerts since Taryn Prewitt is a part-time graphics employee only. Although the first concert was cancelled due to rain, the second concert had 600 attendees. The third concert which featured Miss Jubilee was moved to the library due to the threat of rain. Claudia has contacted the Miller Performing Arts Center about being a back-up location in case of inclement weather and they are interested in working with the library on this. Claudia will be meeting with the Director of the Miller Center at the beginning of the year.
- Claudia advised Tammy Paris, a longtime employee of the library, has left to accept employment with the Missouri State Library. Tammy was beloved by staff and patrons and will be greatly missed.
- Food for Fines will be held in the month of September and Capital Read author will be here on September 29 at 7 pm. MRRL Foundation Readers Theatre will be held September 30 and October 1.
- The concrete renovation in front of the library will begin on October 10.
- Staff Day will be held on October 10 and the Board is invited to attend. Morning agenda will be a light breakfast, an ice breaker event, Stu giving a board greeting, and Denice Adkins of the University of Missouri will speak at 10:00 am on the book titled *Moving Diversity Forward*. Staff day activities will begin at 8:30 am and run until 4:00 or 4:30 pm. Claudia advised members to let her know if they plan to attend as the front doors will be locked.
- Claudia presented a recovery history from Unique Management Services. She indicated Unique started with the library in 1999.

7. COMMITTEE REPORTS

A. Capital Facilities Committee

Marge reported the Committee will meet after the budget has been approved. She reported the replacement of the concrete sidewalk will begin on October 10 which will cost approximately \$ 7,000.00.

Discussion was held on the problems with the Annex Building such as leaks in the Foundation, roof replacement, and possible mold issues. Claudia reported one employee having eye problems as a result. This employee has been allowed to work from home and also in an office in the main library. Humidifiers have been running in two offices where there have been leaks. Toni Weldon's assistant did come and take pictures of the problem areas.

B. Executive Committee

No Report.

C. Finance Committee

Stu Murphy advised this Committee will meet at 6:00 pm on September 21, 2016.

D. Foundation

Debbie Rowles reported the Foundation met on September 8, 2016, and the highlights of the meeting were:

- Foundation received a total of \$2,375.00 for memorial gifts on behalf of Frank Masters. Claudia has written a letter of thanks to Betty Masters. Debbie reported Dr. Parks will write a thank you letter to each of the donors.
- As of August 31, the Foundation's assets were \$ 25,569.64. The Friends of the Library had a balance of \$ 5,922.72.
- Readers Theatre will be held on Friday, September 30, and on Saturday, October 1. The Friday night event will be for adults only with alcoholic beverages served such as wine spritzers and Missouri mules along with hors d'oeuvres and desserts at intermission. The Saturday night event will be family night. There will be two shows each night starting at 7:30. Claudia reported she has applied for and received a liquor "picnic" license for the event on Friday night.
- Ken Adamson of Central Bank, a potential new Foundation member, attended the September 8 meeting. The Foundation approved Christel Boone's membership.
- Reg presented a revision to Article III, Section 6, Director Tenure which includes the statement: except that any Director who is elected to serve as a Foundation officer may serve until that office term expires. The Foundation is required to post this revision for five days and will vote on approval at the November meeting.

- Claudia reported Kit Freudenberg had prepared the Appeal Letter last year. Claudia and Dr. Parks will meet before the October Foundation Meeting to finalize the appeal letter and present it at the October 13 Foundation Meeting for approval.

E. Planning Committee

Claudia reported all responses to the surveys have been entered into the Survey Monkey website and she will share the results with the members by email. Stu reminded everyone of the Fall Retreat on November 5 from 9:00 am – 3:00 pm at the Department of Conservation Credit Union.

8. UNFINISHED BUSINESS

A. Community Conversations

Claudia asked members to provide names of individuals that they wish to invite to the leadership community conversations. Claudia read the names of leaders she has identified so far. Recommendations were made to include the Park and Recreation director, the superintendents of the schools, and town mayors. Claudia reported this event will be held in the Art Gallery on October 21.

B. New Members

Claudia advised there will be two new appointments to the MRRL Board: Neil Loethen from Osage County and Jim Briggs from Jefferson City/Cole.

9. NEW BUSINESS

10. ANNOUNCEMENTS

Stu reported the Capitol Avenue Historic District Tour will be on Sunday, September 25, 2016 from 1:00 pm – 5:00 pm. Tickets are \$15 at the door and \$ 12 in advance will feature seven properties that have been renovated. In addition, a tour of the blighted area being studied by the city will also be available along with a 28 page booklet designed by Stu's wife identifying these properties.

11. ADJOURNMENT

The meeting was adjourned by Stu Murphy at 8:01 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED 10-18-2016