

MISSOURI RIVER REGIONAL LIBRARY

Board Meeting

213 Adams Street, JC Chamber Board Room

Jefferson City, Missouri

May 21, 2024

MINUTES OF THE MEETING

The regular Board of Trustees meeting was called to order at 6:00 p.m. by President Bob Priddy.

1. ROLL CALL OF MEMBERS

Members present: President Bob Priddy, Vice President John Gulick, Treasurer Kay Kasiske, Secretary Jessica Davis and members: Lori Bruce, Ithaca Bryant, Rodney Mulvania, and Anne Rottmann

Member(s) absent: Jeff Briggs, Becky Layton, Samantha Mebruer, Anne Steele and Robert Swift

Also present: Claudia Young, Library Director; Angie Bayne, Assistant Director of Public Services; Diane Clingman, Human Resources Manager; Debra Winter, Business Manager and Accountant; Jonathan Hickman, Maintenance Manager; and Robin Coffman, Administrative Assistant

2. PUBLIC COMMENT

None

3. APPROVAL OF MINUTES

Anne Rottmann made a motion, seconded by Lori Bruce, to approve the minutes from the April 16, 2024 meeting. Motion carried.

4. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

The monthly financial report (Attachments A & B) was presented to and discussed with the Board. A question arose as to the expenditures associated with computer technology work completed by Huber & Associates during 2024. It was reported that the library hired a Technical Support Specialist to assist staff and patrons with day-to-day operations and troubleshooting support of the library's computers, while Huber & Associates' focus will remain on network issues. Kay Kasiske made a motion, seconded by John Gulick, to approve the Treasurer's Report and Monthly Expenditures. Motion carried.

5. LIBRARY DIRECTOR'S REPORT

Claudia Young reported that April was an extremely busy and eventful month. April saw National Library Week being observed April 7-13, 2024, with various activities. Capital READ with its related book discussions, culminating with the author's discussion of his book and his interview with Bob Priddy, also took place during April. And, the

Storytelling Festival, held in April of this year, was a great success in both Osage and Cole Counties.

Claudia reported that the Missouri State Archives, at no cost to MRRL, has digitized Board records with back-up copies kept in Springfield, Missouri. Digitizing records will assist in protecting library history as well as allowing staff to reduce the number of file cabinets to house these documents.

Claudia also reported that four (4) staff were able to attend the Public Library Conference in Columbus, Ohio; and that she has agreed to take an intern for the summer to assist the library's Graphic Designer and Website Coordinator. Claudia indicated that she was informed that Anne Rottmann, Board member, will be re-appointed to the MRRL Board by the City Council.

6. COMMITTEE REPORTS

A. Capital Facilities Committee (Kay Kasiske) No Report

B. Executive Committee (Bob Priddy) No Report

C. Finance Committee (Kay Kasiske) No Report

D. Foundation Liaison (Lori Bruce)

Lori Bruce reported that she attended the Foundation's May meeting which focused on recruitment efforts for new Foundation directors. There were approximately twelve (12) interested individuals in attendance. Claudia indicated that there are currently six (6) directors in addition to the MRRL Board designee, but the Foundation, according to its bylaws, can have up to twenty (20) directors.

E. Marketing/Communications Committee (Jeff Briggs) No Report

F. Planning Committee (Ithaca Bryant) No Report

G. Bylaws Committee (Bob Priddy) No Report

7. UNFINISHED BUSINESS

A. Planning for the Future

1. Update on the Development of a Strategic Plan

Kit Freudenberg, facilitator, presented a summary and compilation of notes from the MRRL Board of Trustees Retreat held on April 27, 2024 for the purpose of beginning the planning process to develop a new comprehensive strategic plan. She reported on the Strengths, Weaknesses, Opportunities and Aspirations, and Threats as discussed during the retreat. Kit presented on the common threads which have surfaced from her preliminary community conversations held in Osage and Cole Counties and Jefferson City. Kit indicated that she will continue to have additional discussions with staff, library patrons and non-library users. Kit also indicated that it will be important for the Board's standing committees to

meet to determine the goal(s) on which to focus. The target is to present to the Board a draft strategic plan by December 2024.

2. Presentation on Potential Plan to Move Administrative Staff in the Library

Claudia Young presented a plan and drawings to describe the proposed reconfiguration of the basement, first and second floors of the library facility in Jefferson City in order to move administrative staff back into that building. The costs associated with the reconfiguration (construction and materials) will be offset by the savings for not needing to pay rent for the current administrative offices. The majority of the work will be completed in phases during the summer with the expectation that administrative staff will be moved by the end of September 2024. John Gulick made a motion, seconded by Ithaca Bryant, to direct staff to move forward with the reconfiguration as presented and discussed. Motion carried.

8. NEW BUSINESS

Anne Rottmann made a motion, seconded by Lori Bruce, to go into closed session pursuant to RSMo 610.021 (1) legal actions, or litigation involving a public governmental body; RSMo 610.021 (2) leasing, purchase or sale of real estate by a public body; and RSMo 610.021 (3) hiring, firing, disciplining or promoting of particular employees by a public governmental body; as stipulated on the agenda.

Roll Call Vote:

- Lori Bruce - Yes
- Ithaca Bryant - Yes
- Jessica Davis - Yes
- John Gulick - Yes
- Kay Kasiske - Yes
- Rodney Mulvania- Yes
- Bob Priddy - Yes
- Anne Rottmann - Yes

Motion carried.

Anne Rottmann made a motion, seconded by Jessica Davis, to return to open session.

Roll Call Vote:

- Lori Bruce - Yes
- Ithaca Bryant - Yes
- Jessica Davis - Yes
- John Gulick - Yes
- Kay Kasiske - Yes

Rodney Mulvania- Yes
Bob Priddy - Yes
Anne Rottmann - Yes

Motion carried. The Board returned to open session.

9. ADJOURNMENT

There being no further business, the Board adjourned at 7:43 p.m.

Meeting minutes approved June 18, 2024.