

MISSOURI RIVER REGIONAL LIBRARY

Board Meeting

213 Adams Street, JC Chamber Board Room

Jefferson City, Missouri

November 19, 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, Secretary Jessica Davis, Treasurer Kay Kasiske and members: Jeff Briggs, Lori Bruce, Ithaca Bryant, Becky Layton, Samantha Mebruer, Rodney Mulvania, Anne Rottmann and Bob Swift

Member(s) absent: Anne Steele

Also present: Claudia Young, Library Director; Angie Bayne, Assistant Director of Public Services; Diane Clingman, Human Resources Manager; Debra Winter, Business Manager/Accountant; Tara Espinoza, Marketing Specialist & Website Coordinator; and Robin Coffman, Administrative Assistant

2. PUBLIC COMMENT

Ms. Pat Hubbs attended the meeting to learn more about how the Board/library conducts business and interacts with staff and patrons.

3. APPROVAL OF MINUTES

Kay Kasiske made a motion, seconded by Jeff Briggs, to approve the minutes from the October 15, 2024 meeting. Motion carried.

4. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

Kay Kasiske presented the monthly financial report (Attachments A & B). Kay Kasiske made a motion, seconded by Bob Swift, to approve the Treasurer's Report and Monthly Expenditures, as presented. Motion carried.

5. LIBRARY DIRECTOR'S REPORT

Claudia Young reported to the Board that Staff Day (a professional development day) was held on October 14. She indicated that the staff committee did a good job of bringing in two outside presentations for the entire staff as well as offering individual sessions, and concluding with a bit of team building through book bingo. Laurence Hogg, JC Parks Program Manager, spoke on the benefits of workplace diversity, especially that of inter-generational diversity; and, Officer Markita Hitt with the Jefferson City Police Department provided important and good information on actions and resources being utilized to assist unhoused individuals.

Claudia reported Corey Logsdon, the new graphics designer, has replaced Allie Gladbach. Corey placed the current monthly calendar of events with each Board member's meeting packet. Print calendars will be shared monthly with the Board – copies of the Osage Branch's events will be provided to Board members from Osage County, and other Board members will receive copies of the event calendar for the main branch.

With the addition of new marketing staff in September and October, discussion ensued regarding statistics shared on the monthly dashboard. It appears that there was a 33% increase in the reach with use of Facebook and an 88% increase in the reach with use of Instagram over the past month in communicating programs and services provided by MRRL. It was also indicated that other data shown on the October dashboard appears incorrect and will need to be reviewed and revised.

Claudia provided an update regarding advertising as she has signed a contract with Jefferson City Transit (JeffTran) to place an advertisement on the sides of a transit bus for early 2025 – basically, a mobile billboard.

Claudia reported that the Foundation's Annual Appeal letter went out, and to date, approximately \$10,000 in donations has been received from past and new donors, including an \$8,000 donation from the Soener Family Foundation. The MRRL Foundation has not received as good a response related to charitable required minimum distributions, but is working (with staff) to enhance print and digital communications for the upcoming year. It was also reported the Foundation paid for a new sound system which has been installed in the art gallery; and that the library should tout this upgrade to the public to attract participants to programs.

Claudia also reported that she has attended meetings of the City Council's Homelessness Task Force. A copy of the resolution creating this Task Force and a newspaper article about the Task Force are included in the Board packet for review.

Claudia indicated that the library is eagerly awaiting the delivery of the new Sprinter van. She and staff have surveyed people to assist with picking the design to be placed on the exterior as it is important to support and communicate the library's branding. The van is expected by the end of 2024 or early 2025.

6. COMMITTEE REPORTS

A. Capital Facilities Committee (Kay Kasiske)

The Capital Facilities and Finance Committees met on October 22 to work on the strategic plan.

B. Executive Committee (Bob Priddy) No Report

C. Finance Committee (Kay Kasiske) The Capital Facilities and Finance Committees met on October 22 to work on the strategic plan.

D. Foundation Liaison (Lori Bruce)

Lori Bruce reported that the Foundation lacked a quorum at its November meeting; therefore, no actions were taken.

E. Marketing/Communications Committee (Jeff Briggs)

The Marketing/Communications Committee met immediately prior to the MRRL Board meeting. The new marketing staff were introduced, and committee discussion focused on how to grow/expand the library's reach within the communities served. The next Marketing/Communications Committee meeting will be held prior to the February 2025 MRRL Board meeting.

F. Planning Committee (Ithaca Bryant) No Report

G. Bylaws Committee (Bob Priddy) No Report

7. UNFINISHED BUSINESS

A. Planning for the Future

1. Strategic Plan Update

Claudia Young reported that she met with Kit Freudenberg, strategic plan consultant. Kit shared with Claudia the most recent version of the plan under development and will be seeking feedback from Board members prior to presenting the draft plan for consideration at the Board's December meeting.

2. Nominating Committee

Anne Rottmann reported that the Nominating Committee (Anne Rottmann, Lori Bruce and Samantha Mebruer) had met previously, and that the committee proposes the following slate of officers for the Missouri River Regional Library Board of Trustees for the 2025 calendar year:

President - Bob Priddy
Vice President - John Gulick
Secretary - Jessica Davis
Treasurer - Kay Kasiske

No additional nominations from the floor were made. Lori Bruce made a motion, seconded by Ithaca Bryant, to approve the slate of officers as presented. Motion carried.

8. NEW BUSINESS

A. Meeting Room Policy

Claudia Young presented the proposed Meeting Room Policy. She explained that although a policy has been in place, there is still a need to update it and provide more explicit procedures around using these rooms. This is due, in part, as more outside organizations are utilizing the library's meeting rooms and the increased frequency of this usage. This policy covers both the main branch and the Osage County branch. Bob Swift made a motion, seconded by Lori Bruce, to approve the Meeting Room Policy as presented. Motion carried.

B. Closed Session

Jeff Briggs made a motion, seconded by Lori Bruce, to go into closed session pursuant to RSMo 610.021 (2) leasing, purchase or sale of real estate by a public body.

Roll Call Vote:

Jeff Briggs - Yes
Lori Bruce - Yes
Ithaca Bryant - Yes
Jessica Davis - Yes
John Gulick - Yes
Kay Kasiske - Yes
Becky Layton - Yes
Samantha Mebruer - Yes
Rodney Muvania - Yes
Anne Rottmann - Yes
Bob Swift - Yes
Bob Priddy - Yes

Motion carried. The Board voted to go into closed session at 6:40 p.m.

Jeff Briggs made a motion, seconded by John Gulick, to return to open session.

Roll Call Vote:

Jeff Briggs - Yes
Lori Bruce - Yes
Ithaca Bryant - Yes
Jessica Davis - Yes
John Gulick - Yes
Kay Kasiske - Yes
Becky Layton - Yes
Samantha Mebruer - Yes
Rodney Muvania - Yes
Anne Rottmann - Yes
Bob Swift - Yes
Bob Priddy - Yes

Motion carried. The Board returned to open session at 7:02 p.m.

9. ADJOURNMENT

There being no further business, the Board adjourned at 7:04 p.m.

Meeting minutes approved December 17, 2024.