

MISSOURI RIVER REGIONAL LIBRARY

Board Meeting

213 Adams Street, Grimshaw Room

July 18, 2023

MINUTES OF THE MEETING

The regular Board of Trustees meeting was called to order at 6:02 p.m. by Vice President Kaye Bertels.

1. ROLL CALL OF MEMBERS

Members present: Vice President Kaye Bertels, Treasurer John Gulick, Secretary Anne Rottmann and members: Jeff Briggs, Kay Kasiske, Steve Nelson, Bob Priddy, Anita Randolph, and President Stacy Fick (via Zoom)

Members absent: Ithaca Bryant, and Anne Steele

Also present: Claudia Young, Library Director; Natalie Newville, Assistant Director of Marketing and Development; Angie Bayne, Assistant Director of Public Services; Diane Clingman, Human Resources Manager; Debra Winter, Business Manager/Accountant; and Robin Coffman, Administrative Assistant

2. PUBLIC COMMENT

None

3. APPROVAL OF MINUTES

Bob Priddy made a motion, seconded by John Gulick, to approve the minutes from the June 20, 2023 meeting. Motion carried.

4. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES (ATTACHMENTS A & B)

John Gulick and Debra Winter, Accountant, reviewed the monthly financial report (Attachments A & B) with the Board. Jeff Briggs made a motion, seconded by Kay Kasiske, to approve the Treasurer's Report and Monthly Expenditures. Motion carried.

Vice President Bertels noted that agenda item 8A, *Dake Wells, Architects, Update and Next Steps*, includes a presentation by lead architect Dan Maginn (via Zoom). In consideration of his time, the Board agreed to take up this item prior to agenda item 5, Library Director's Report. (Please see notes under 8A.)

5. LIBRARY DIRECTOR'S REPORT - CLAUDIA YOUNG (ATTACHMENT C)

Claudia Young, Library Director, reported that she and Natalie are on the downhill slide of their scheduled presentations leading up to the August 8th election. The three (3) sessions presented on June 29 at the library, which included the architects providing building design details, went extremely well with about 75 people attending. Library patron parking has been a topic of discussion at every presentation; the homeless/unhoused has been less of an issue since a neighboring church has begun

making lockers available for this targeted population. Claudia mentioned that yard signs related to the August 8th election are visible throughout Jefferson City as well as neighboring Cole County communities. She also indicated that she anticipates at least two (2) more positive letters to the editor to be published soon in the News Tribune.

Claudia reported the library received another \$32,000 by a Jefferson City resident as he believes MRRL does a great job for and within the community. This patron has requested he remain anonymous.

Claudia asked Angie Bayne to describe the efforts, now in place, to ensure the library is in compliance with the Secretary of State's (SOS) rule. Documentation related to the new policy and revised procedures has already been submitted to the SOS's office. The process to ensure parental consent is in place. As youth renew or sign up for a library card, they must have a signed form by their parent/guardian granting them permission to check out library materials on their own. Generally, patrons have accepted the procedural changes with little comment.

Claudia announced that three (3) individuals have been appointed not only to the Osage County Library District Board, but also to the Missouri River Regional Library Board of Trustees. Claudia also announced that the MRRL Board will meet at the Osage Branch later in the fall.

6. COMMITTEE REPORTS

A. Capital Facilities Committee (Anita Randolph) No Report

B. Executive Committee (Stacy Fick) No Report

C. Finance Committee (John Gulick) No Report

D. Foundation Liaison (Kaye Bertels)

Kaye Bertels reported that the Foundation approved a request for \$4,000 to assist the library with campaign advertising. Foundation directors approved hosting a trivia night fundraising event on Saturday, October 7, 2023; and mini-golf fundraising events – Saturday, February 17, 2024 for Osage County, and Saturday, February 24, 2024 at the main library.

March 2 was identified as an alternate date, if needed. Kaye also provided a Foundation finance update.

E. Marketing/Communications Committee (Jeff Briggs)

Natalie Newville updated the Board regarding the library's postcard campaign (one sent at the end of June, with another slated for the end of July) encouraging community members to sign up for library cards.

F. Planning Committee (Ithaca Bryant) No Report

G. Bylaws Committee (Stacy Fick) No Report

7. UNFINISHED BUSINESS

A. Levy Campaign Update

Claudia reminded the Board that we are in the final three (3) weeks until the August 8th election, and Natalie Newville reported on the continuing

efforts to promote the library and a successful levy campaign. (Please see notes under Director’s Report for additional information.)

B. JC History Project

A letter of support was submitted on behalf of the MRRL Board, as approved at its June meeting, to bolster the JC History Project grant application being submitted by the Jefferson City School District. The purpose of this project is to create a history and civic curriculum resource for the elementary students in the school district. A copy of the letter, written by Board member Bob Priddy, was shared with the entire Board.

8. NEW BUSINESS

A. Dake Wells, Architects, Update and Next Steps

Dan Maginn (via Zoom), lead architect, with Dake Wells presented to the MRRL Board regarding the two (2) differing delivery systems and steps leading to a RFQ (request for qualifications) from contractors interested in bidding on the anticipated building expansion project. The two systems are (1) design-bid-build delivery, and (2) construction manager at-risk (CM@R) delivery. Both methods require project description, anticipated schedule and criteria for selection. The Board agreed to move forward with the CM@R delivery as the advantages include:

- Can be valuable in more complex projects, especially renovations
- Contractor invested in project vision (balancing design + cost)
- Feedback loop: contractor advising on system availability and cost implications
- Contractor aware of details, fewer surprises / scope gaps
- Reduced risk of a “redraw” after construction documents

Dan Maginn indicated that as the library’s lead architect, he can assist the Board and administration with the drafting of the RFQ and interviews with potential contractors who submit SFQs (statements for qualification); he can facilitate Board discussions and provide his perspective; and he will assist the Board with its ranking of contractors prior to selection.

Mr. Maginn offered two (2) anticipated schedules – A and B. As noted in his slides, there is a month gap in the two schedules from beginning the process to completion. He recommended the Board vote to move ahead immediately with the delivery selection of Schedule A to expedite the process. If not, the process would not begin until August 9. John Gulick made a motion, seconded by Steve Nelson, to follow Schedule A and directed the administration to begin the process. Motion carried.

B. Conflict of Interest

A conflict of interest resolution was presented for the Board’s consideration. It was explained that the Missouri Ethics Commission (MEC) requires elected and appointed boards to consider and approve a conflict of interest resolution every other year pursuant to state law –

Sections 105.450- 105.467 RSMo. As stated on the MEC website, a conflict of interest is generally defined as a conflict between the private interests and the official responsibilities of a person in a position of trust (Merriam-Webster). John Gulick made a motion, seconded by Anita Randolph, to approve the conflict of interest resolution, as presented. Motion carried.

9. ADJOURNMENT

The meeting adjourned at 7:20 p.m.

Meeting minutes approved on August 15, 2023.