

**Missouri River Regional Library
Board Meeting
Via Zoom**

November 17, 2020

MINUTES OF THE MEETING

The regular Board of Trustees meeting was called to order at 6:06 P.M. by Kay Kasiske, President. Diane Clingman, Business Office/HR Coordinator, was present to take the minutes.

1. ROLL CALL OF MEMBERS

Members present via Zoom: President, Kay Kasiske; Vice President, Anita Randolph; Jeff Briggs, Stacy Fick, Stu Murphy, Chuck Lahmeyer, Sharon Lehman, Valerie Weber, Ithaca Bryant, and Bonnie Baker.

Members absent: Ruth Canada, Sabra Paulsmeyer, Kaye Bertels, and Peggy Mulvania.

Also present were: Director, Claudia Cook; Assistant Director, Betty Hagenhoff; Marketing Manager, Natalie Newville; and Business Office/HR Coordinator, Diane Clingman.

2. PUBLIC COMMENT

None

3. APPROVAL OF MINUTES

Valerie Weber made a motion to approve the October 20, 2020 Minutes. Anita Randolph seconded. The motion was approved.

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

Valerie Weber reviewed the Treasurer's Report, Attachment A & B with the Board. Stacy Fick made a motion to approve the Treasurer's Report and Monthly Expenditures. Bonnie Baker seconded the motion. The motion was approved.

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

Claudia reviewed the report with the board, see the attached. The Library held several outdoor programs in October. Programming in November will be done virtually since the virus proved to worsen as predicted. The Administrative team along with the IT Manager worked together to redefine an open position in the IT Department. This new position's title will be Technology Training Librarian. Megan Mehmert has accepted this position. The Library has increased its digital database offerings with the addition of Gale Legal forms and Reference Solutions. Natalie Newville will market Reference Solutions to our business community through the Chamber.

6. COMMITTEE REPORTS

- A. Capital Facilities Committee (Anita Randolph) Report to be given under Unfinished Business.
- B. Executive Committee (Kay Kasiske) No Report
- C. Finance/Fund Raising Committee (Valerie Weber) No Report
- D. Foundation Liaison (Natalie Newville)
The Annual Appeal letter was mailed out early this year, with a goal of \$10,000. At this time funds received are approximately \$3,000. A discussion was held in regards to the Mini Golf fundraiser in 2021. At this time it has not been decided if the event should be cancelled or postponed. A search is underway for new Foundation members. A grant request has been submitted to Diamond Pet Food for possibly purchasing a book locker system for Osage County.
- E. Marketing/Communications Committee (Jeff Briggs)
A committee meeting was held November 16th. Since the Library has returned to curbside services due to staff shortages, this has been the focus for the Marketing Department. Google has recently awarded the library with \$10,000 per month in free advertising through Google Ad Grants. Natalie is working on getting this activated. Key searches in Google would generate the library as a search result. For example, if a search is entered for E-Books near me, MRRL would be a top result. Natalie recently received the contract to continue advertising on radio with Zimmer for 2021. Natalie has submitted a grant to Orangeboy for Book Box. If awarded, funds would go towards designing an app for Book Box. The next Marketing/Communications Committee meeting will be held February 8th at 5:30 p.m.
- F. Planning Committee (Stu Murphy) No report

7. UNFINISHED BUSINESS

- A. Remote Locker Update
The delivery of the lockers has been delayed to November 30.
- B. COVID-19 update
Due to staff shortages at this time Circulation and Childrens departments have returned to curbside service. The PCC remains open to the public. The Library is scheduled to open all departments to the public December 1.
- C. Nominating Committee Report
Valerie presents the proposed Board nominations for 2021:

President- Kay Kaiske	Vice President- Anita Randolph
Treasurer- Valerie Weber	Secretary- Stacy Fick

A vote will be held in December at the regularly scheduled MRRL Board meeting.

- D. Architect Contract Update
A proposal from Dake Wells has been received. This proposal will be reviewed at the next meeting Capital Facilities Committee meeting. The proposal will then be reviewed by the MRRL Board at the December meeting.

8. NEW BUSINESS

None

9. ADJOURNED AT 7:00 P.M.

APPROVED 12.15.20