

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Annex Conference Room, 209 Adams Street
April 21, 2015
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 7:04 p.m. by Abbey Rimel, President. Judy Speidel, Administrative Assistant, was present to take the minutes.

1. ROLL CALL OF MEMBERS

Members present were: Abbey Rimel, President; Jennifer Jacobs, Vice-President; Jane Dolan, Secretary; Marge Kudrna, Member; Debbie Rowles, Member; ; Kathy Penfold, Member; Donna White, Member; Bill Zimmerman, Member; and Adam Veile, Member. Also present were: Claudia Schoonover, Library Director; Betty Hagenhoff, Assistant Director; Elizabeth Beach, Human Resource Director; Paula Schulte, Library Marketing Coordinator; and Landon Reeves, News Tribune.

2. PUBLIC COMMENT

There was no public comment.

3. APPROVAL OF MINUTES

Changes to the March minutes were as follows: change “preputial” to “perpetual” in first sentence of second paragraph under Item 8 D; and change “Abbey Rimel” to “Claudia Schoonover” under Item 12.

Bill Zimmerman made a motion to approve the March 17, 2015 minutes, as amended. Donna White 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. Donna White seconded. The motion passed.

5. LIBRARY DIRECTOR’S REPORT – CLAUDIA SCHOONOVER

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

- Claudia reported March was a full month starting off with the Foundation’s mini-golf event and the annual book sale. She also reported that due to construction the library was closed for two days and as a result staff was available to assist in setting up the book sale more quickly causing less stress. Claudia had no complaints from patrons. She also spotlighted Betty Hagenhoff, thanking her for all her hard work and expertise for making the book sale a success. In addition she recognized Don Kleithermes for all his hard work hauling boxes of books to the library every day for the sale. She also recognized the volunteers from ABLE who help sort the books throughout the year.

- Claudia reported she and Paula attended a chamber membership meeting where they decorated a table with books, library gift items, and chocolates. She advised it gave them an opportunity to promote the library and its services.
- Claudia reported after the chamber meeting, she met with other staff members for a library rally at the Capitol. She reported a teen patron group from the Mid-Continent Library spoke on how important the library was in their lives. Claudia advised she wrote a letter to the editor of the paper to increase awareness of the withhold situation and library directors from all over the state were calling the Governor's office. She reported the funds were released by the Governor the next week. She did point out the bigger concern was going to be the reduced funds for the 2016 budget.
- Claudia reported attending a mayoral forum held at Lincoln and had the opportunity to speak to the candidates. She advised the newly elected mayor had indicated at the forum that she felt our library was the cornerstone of the downtown area.
- Claudia reported she, along with Betty, Don, and Marge, met with Clark Enersen Partners to discuss a long-range facilities plan. She reported the group toured the Carnegie Building and have sent in a proposal of the cost of a long-range plan.
- Claudia reported receipt of a matching grant with the Schwartze Foundation for the microfilm/fiche reader in Osage County in the amount of \$ 4800.00. She reported the grant would match the funds donated by the Osage County Friends of the Library group.
- Claudia reported there are new signage on the main floor of the library and that the signage project is about 75% done. She advised Taryn Prewitt and a committee worked on the signs.
- Claudia reported receipt of a donation in the amount of \$ 10,000.00 from Mr. Charles Schwaller who passed away in April of 2014. She advised he requested the donation to be used for purchases of newspaper and magazine subscriptions as well as adult nonfiction books.
- Claudia reported Jamie Reed from the Capital Mall has approached the library regarding having programs at their location, having the bookmobile stop there, or having a library branch at the mall.
- Claudia also reported working on a project with Missouri State Technical College which she will have more details at the next board meeting.
- Claudia presented the board with patron comments received during the past month.

6. COMMITTEE REPORTS

A. Capital Facilities Committee

No Report.

B. Executive Committee

No Report.

C. Finance Committee

No Report.

D. Foundation

Debbie Rowles reported the Foundation did meet on April 9. She reported they have a balance of \$ 14,710.40 which came mostly from the fundraisers during the past year.

Debbie reported Claudia has completed the list of names from the Chamber of Commerce for the annual fund letter. Claudia reported there were 1300 names on the list and the letter will be mailed this week.

Debbie reported the Foundation has contacted Mark Wegman to begin getting things together for a Readers Theatre event this fall.

Debbie reported the Mayor's Run for Reading for May 2 has been cancelled due to the Little Olympics and two other 5K runs being held on the same day as the Foundation's 5K run. The Committee will reschedule the run sometime in September. She reported Kathlene Woodruff from the YMCA is on the Foundation Board and she is working with Parks and Recreation for equipment and volunteers. Debbie did indicate any board members who would like to volunteer to help would be greatly appreciated.

Debbie reported Claudia has given the Foundation three projects to fund and the Foundation Board did approve funding for those projects: \$500 towards the Reading Buddies t-shirts, \$500 towards the Mark Twain author event, and \$400 toward teen programs and books.

Debbie reported Lesley Trippensee has resigned from the Foundation Board due to work restraints.

E. Planning Committee

No Report.

9. UNFINISHED BUSINESS

A. Facilities Master Plan

Betty reported Clark Enersen Partners came, took pictures, and toured the Carnegie Building along with Claudia, Marge, and Don. She reported Clark Enersen has presented the Library with a proposal for long-range facilities plan. She recommended the proposal be presented to the Capital Facilities Committee to review and possibly present to the Board.

10. NEW BUSINESS

A. Recommended change to harassment policy

Elizabeth provided the Board with a revision to the Library's harassment policy which includes "sexual orientation". She reported there was no incident at the library regarding this but just a review of the policy.

Bill Zimmerman made a motion to approve the revised harassment policy. Adam Veile seconded. The motion passed.

B. Marketing Discovery Conversation

Paula advised there were three areas in the marketing plan: 1. Increase awareness; 2. Increase and strengthen individual support; and 3. Increase library use. Paula then led a discussion with board members on these areas of the marketing plan.

C. Annual Audit

Betty reported the auditors were at the library two days during the previous week. She indicated the auditors will present the audit to the Finance Committee before the June MRRL Board Meeting.

D. Bylaws Review

Kathy Penfold advised the Board that a review of the current bylaws is to be done every odd year. Abbey Rimel appointed an Ad Hoc Bylaws Committee consisting of: Adam Veile, Abbey Rimel, Kathy Penfold, and Jenny Jacobs.

E. Committee Appointments

Abbey appointed the following individuals to the standing committees:

Capital Facilities Committee: Marge Kudrna, Jane Dolan, and Adam Veile. Abbey indicated she will contact Vicki Ford by e-mail to verify if she wants to remain on this committee;

Executive Committee: Abbey indicated this committee consists of the officers of the MRRL Board: Abbey Rimel, President; Jennifer Jacobs, Vice-President; Jane Dolan, Secretary; and Lyle Rosburg, Treasurer;

Finance Committee: Jennifer Jacobs, Marge Kudrna, and Donna White;

Planning Committee: Bill Zimmerman, Debbie Rowles, Kathy Penfold, and Stuart Murphy (new board member); and

Foundation Committee: Bill Zimmerman.

11. ANNOUNCEMENTS

Claudia indicated Sam Bushman told her he has appointed Stuart Murphy as a new board member replacing Lyle Rosburg. However, no official notification has been received.

Claudia presented a New York Times article on Missouri writer George Hodgeman who wrote "Bettyville". She reported George Hodgeman will be spotlighted during Madeline Matson's Capital Read event.

12. ADJOURNMENT

Abbey Rimel adjourned the meeting at 8:25 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED 5-19-2015