

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Annex Conference Room, 209 Adams Street
December 15, 2015
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 7:00 pm by Abbey Rimel, President. Judy Speidel, Administrative Assistant, was present to take the minutes.

1. ROLL CALL OF MEMBERS

Members present: Abbey Rimel, President; Vicki Ford, Vice-President; Jenny Jacobs, Treasurer; Adam Veile, Member; Debbie Rowles, Member; Bill Zimmerman, Member; Stu Murphy, Member via telephone; Kay Kasiske, Member; Donna White, Member; and Kathy Penfold, Member. Also present were: Elizabeth Beach, Human Resources Director; Claudia Schoonover, Library Director; Betty Hagenhoff, Assistant Director; and Kit Freudenberg.

3. PUBLIC COMMENT

There was no public comment.

4. APPROVAL OF MINUTES

Debbie Rowles recommended changing “begin” to “beginning” and “with” to “within” in the second sentence of Item 7A. Vicki Ford recommended changing “Vickie” to “Vicki” in the first line of Item 2.

Vicki Ford made a motion to approve the November 17, 2015 minutes, as amended. Debbie Rowles seconded. The motion passed.

5. TREASURER’S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

Betty Hagenhoff reviewed the Treasurer’s Report with the Board.

Bill Zimmerman moved that the Treasurer’s Report and the Monthly Expenditures be accepted as submitted and filed for audit. Kay Kasiske seconded. The motion passed.

6. LIBRARY DIRECTOR’S REPORT – CLAUDIA SCHOONOVER

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

- Elizabeth, Betty, and Claudia met with Dave Hoy from Naught-Naught Insurance to evaluate health, dental, vision, and life insurance options for the employees in 2016. Disability insurance will be offered to staff which they can purchase on their own.
- Claudia attended a leadership workshop hosted by the Chamber of Commerce featuring Tony Richards from Clear Vision Development Group. Claudia reported she is planning to attend the Public Library Association’s preconference on being a new director. This will be held in Denver in April.

- November and December are evaluation months. Claudia reported she had 8 staff that she will be doing evaluations on and in doing these she has been doing a lot of reflection on the many successes the library staff has had this past year.
- Paula Schulte will be speaking on the new Marketing Plan at the January MRRL Board Meeting.
- The Planning Committee will start working on the 2017-2020 strategic plan in January.
- Taryn Prewitt will be semi-retiring the first of the year. She will be working part time at the library doing only graphics.
- Vicki Ford complimented the staff on their detailed reports included in the board packets.
- There were no public comments.

7. COMMITTEE REPORTS

A. Capital Facilities Committee

Betty reported a pre-construction meeting will be held on Friday, December 18, with construction beginning after the first of the year and should be completed by March 1.

B. Executive Committee

No Report.

C. Finance Committee

No Report.

D. Foundation

Bill Zimmerman reported the Foundation met on December 10 and the highlights of that meeting were:

- The mini-golf event is planned for February 20 and the Foundation is working on getting sponsors for this event.
- Annual Fund Letter was mailed on December 11.
- Foundation will be hosting a retreat on January 12 and MRRL board members are invited to attend. This event will be a planning event to recommend ideas for fundraising and increasing awareness of the foundation in the community.
- Bill reported he is working with Madeline Matson on programs at the library to increase awareness of diversity and on immigration.

Kit Freudenberg gave a presentation on her role in helping the Foundation to set goals to increase funds and awareness in the community. She provided the trustees with three documents that the foundation committee had put together which were: a Development Plan for 2015-2016, a Development Calendar, and a MRRL Foundation calendar for 2016.

E. Planning Committee

Stu Murphy reported the Planning Committee will meet on January 19, 2016, at 6:00 pm to begin work on the strategic plan for 2017-2020.

8. UNFINISHED BUSINESS

A. Presentation and Vote of the Slate of Officers for 2016 MRRL Board

Abbey presented a slate of officers for the MRRL Board for 2016 as follows: Stu Murphy, President; Vicki Ford, Vice-President; Adam Veile, Secretary, and Jennifer Jacobs, Treasurer. She opened the floor up to other nominations which there were none.

Donna White made a motion to close the nominations. Debbie Rowles seconded. The motion passed.

Vicki Ford made a motion to approve the slate of officers for the MRRL board as presented. Donna White seconded the motion. The motion passed.

9. NEW BUSINESS

A. Director's Evaluation and Contract

Abbey reported she has received staff evaluation forms for the director from Elizabeth and will be reviewing those with the Executive Committee prior to the January MRRL board meeting. Elizabeth advised she will prepare the contract for the director and present it to the Executive Committee at that time. Abbey advised she will meet with the Executive Committee after the board meeting to set a date for the Executive Committee meeting.

B. Revised Meeting Room Policy (Attachment D)

Claudia presented the board with a revised meeting room policy which included the sentence "Private social events and meetings of any group or organization that is soliciting business, trying to make a profit, or fundraising are prohibited." After discussion it was recommended to have two sentences: one for the private social events and the other for the meetings. In addition it was recommended to change "private social events" to "private family social events". Betty and Claudia both agreed to the changes and will bring the policy back to the Board for approval at the January meeting.

10. ANNOUNCEMENTS

A. Vicki thanked the staff for the Christmas luncheon. Elizabeth reported the Osage County Library was the host and did a wonderful job. She also reported the Adult Services Department has volunteered to be the host next year.

11. ADJOURNMENT

Abbey Rimel adjourned the meeting at 8:56 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED 1-27-2016