

**MISSOURI RIVER REGIONAL LIBRARY  
BOARD MEETING**

Osage County Library, 1014 D East Main Street, Linn, Missouri.

February 20, 2018

**MINUTES OF THE MEETING**

*The regular Board of Trustees meeting was called to order at 5:50 pm by Jeff Briggs, President. Judy Speidel, Administrative Assistant, was present to take the minutes.*

**1. ROLL CALL OF MEMBERS**

Members present: Jeff Briggs, President; Katrinka Goldberg, Member; Marge Kudrna, Member; Ithaca Bryant, Member; Debbie Rowles, Member; Valerie Weber, Member; Vicki Ford, Member; and Kaye Bertels, Member. Also present were: Claudia Cook, Library Director; Betty Hagenhoff, Assistant Director; Lisa Otto, Human Resource Officer; Noelle Parker, Osage County Library Manager; and Natalie Newville, Marketing Manager.

**2. PUBLIC COMMENT**

There was no public comment.

**3. APPROVAL OF MINUTES**

Kaye Bertels made a motion to approve the minutes of the January 16, 2018 meeting. Katrinka Goldberg seconded. The motion passed.

**4. LIBRARY SPOTLIGHT: NOELLE PARKER, OSAGE COUNTY LIBRARY MANAGER**

Noelle reported the highlights of 2017 were: installation of new handicap accessible doors; new seating added in the meeting room and children's area; and the hiring of Missy Jett and Helen Baur. Unlike the main library where everyone is specialized, Noelle reported her staff has to do a little bit of everything. Noelle reported she really appreciated the marketing that was done in 2017 for the Osage County Library. Noelle is looking forward to the wireless printing and they have had a favorable response to the hot spots. Noelle reported some of programs at the Linn Library include storytime, teen night, movie night, adult book clubs and summer reading. She indicated their outreach programs in the community have included attending the Taste of Osage County, the health fair, and the Easter egg hunt. She indicated for 2017 they had 133 programs with 2747 attendees. She reported 1200 of the 2747 were the result of the Storytelling Festival. She reported they went to 14 schools and reached 1200 children during the festival. She also reported there were 50 outreach programs with 943 attendees.

Noelle advised the friends group in Osage County is called FOCL which stands for Friends of Osage County Library. They do have a board and bylaws. They have an annual membership drive in April where they also elect new officers each year. The board meets monthly on the second Friday of each month and Noelle does attend these meetings.

Noelle reported the FOCL group donated \$1500 for the Storytime festival, \$2500 for materials, and \$2000 toward furniture. They have a current balance of close to \$13,000. If they do donate towards the library, the board has to vote on the approval of funds.

Members of the FOCL group assist at programs along with furnishing refreshments and one member does the decorating at Christmas time. FOCL handles the book sale from collecting the books, storing the books, setting up for the book sale in September, and working the book sale. Steve Johansmeyer donates a place for storage of the used books near the Chop House Grill and FOCL pays the utilities. Natalie reported she does advertise the book sale on the main Library's Facebook page as well as advertise the mini-golf event on the Osage County Library's Facebook page.

Debbie asked for a copy as well as indicating the Foundation could use some members to serve from Osage County. She reported the Foundation currently has six members and can have as many as 20 but having trouble finding individuals to serve especially from the Osage County Area.

Claudia pointed out the shelves and displays were received from Barnes and Noble when that store closed.

In response to Jeff's question as to what can the MRRL board do to help, Noelle recommended a larger space. The current location is not easily accessible as books are shelved too high or too low. Noelle recommended the purchase of a cellular booster for the building since coverage is spotty in the building.

Claudia advised the library does give more support to the Osage County Branch especially by having a back-up plan for staff coverage. Lisa Klebba and Sarah Falter are the back-up staff. Sarah Falter, who lives in Freeburg, has keys to the Osage County Library. However, staff in Linn would be called first to come in and then Lisa or Sarah.

## **5. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES**

Katrinka Goldberg reviewed the Treasurer's Report with the Board.

Valerie Weber moved that the Treasurer's Report and the Monthly Expenditures be accepted as submitted and filed for audit. Marge Kudrna seconded. The motion passed.

## **6. LIBRARY DIRECTOR'S REPORT – CLAUDIA COOK**

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

- Claudia reported the monthly statistics are up in E-Materials, Circulation, Mobius, door count and new cards. Database usage is up and that increase is due to a great marketing plan. Natalie reported she has been highlighting databases on social media and the Chamber also highlights them in their newsletter.

- Claudia reported evaluations forms were changed this year and as a result evaluations were completed in January. Additional changes to the forms will occur before next year. Staff was very positive with their feedback on the new changes. Next year the forms will include a section where the staff can rate their supervisor and offer positive recommendations. Lisa belongs to SHRM and has access to extremely professional language. Valerie suggested Lisa attend the National Conference as it is very beneficial to keep up on HR changes and Lisa indicated there is a conference at the Lake also.
- Betty, Lisa, and Claudia are reviewing and updating policies and procedures.
- Claudia reported 10 employees received service awards in the month of January with a combined total of 115 years of service among them. The names of the employees are listed in Lisa's board report. Staff celebrated with a breakfast and gift cards were presented to the ten employees.
- Claudia has entered into a partnership with Capitol City Cinema for six events starting on March 20 featuring The Namesake with Jhumpa Lahiri.
- The January Pop-Up book sale raised \$6,349 and the money was split with ABLE. Betty reported there were no expenses and attendance was very good. The March book sale will be held March 14 through March 17.
- The owner of Avenue Q has advised they will not be using the amphitheater at Riverside Park, therefore, the amphitheater will be available for the Library's cultural concerts.
- The Downtown Rotary Club has offered to help drive storytellers to schools in March. They have expressed a desire to find more ways to volunteer and thought the storyteller driving would be a good fit for their club.
- Claudia reported the Library has a new cargo van. She also reported they are getting two more bids for the front doors. When those are received, they will move forward on replacing the doors.

- Claudia reviewed the patron comment from Mrs. Thomas regarding the restroom. Mrs. Thomas also complained the library was messy, dirty, and uncared for beginning with the supervisor's room. She asked that a letter be written with the Board member's signatures which Claudia advised her that could not be done but invited her to attend a board meeting to express her concerns.

## 7. COMMITTEE REPORTS

### A. Ad Hoc Bylaws Committee

Valerie Weber reported she will review current bylaws and give a report at the March meeting.

### B. Capital Facilities Committee

No Report.

### C. Executive Committee

Jeff reported the evaluation of the Library Director Claudia Cook was completed in January with Claudia receiving very high marks. He also reported Claudia was given a contract which will run through the end of 2019.

### D. Finance/Fund Raising Committee

No Report

### E. Foundation

Debbie reported the Foundation did meet on February 8, 2018 with Claudia and Natalie in attendance. She reported Myrana Gibler is the new Friends of the Library Treasurer and the Foundation will be sending her a copy of the monthly financial reports.

The Library hosted a blood drive in January and has plans for three more in 2018.

Samantha Pogue wrote a very nice article on the Library in the HER magazine. The Pop-Up book sale reduced the number of boxes of books by 300 but since that date additional books have been received which has replaced the 300 boxes.

Claudia presented her wish list to the Foundation; however, she wanted to wait on most of the items at the present time.

Discussion was held on the hot spots not being returned. Out of the ten hot spots, five were not returned. Claudia reported she may have to ask for charge cards when those are rented as the Library can only ask for ten a year as this is a grant. She advised the service was turned off immediately on the five that were not returned and some came back after the service was turned off. Claudia will have a more detailed report next month on the hot spots.

The Foundation has a balance of \$ 4097.09 as of January 31, 2018. The Friends of the Library have a balance of \$6,400.13.

President Kathlene Woodruff works part time at Wal Mart. As a result, the Wal Mart Foundation donated \$250 for the Annual Campaign and another \$250 for Readers Theatre. If she and four other Wal Mart employees work at the mini-golf event, the library can put in for a \$5000 Wal Mart grant. The Foundation's mini-golf event will be held on Saturday, February 24

The Foundation did approve \$3500 toward the purchase of a wireless printer and another \$1500 for the Storytelling Festival.

The Foundation currently has only 6 members out of 20 potential members. Rita Easterly just resigned. Debbie asked if anyone knows someone who would love to serve on the Foundation to please let them know.

Claudia had reported a realtor in town is planning on opening a makerspace next door to his home. They will have a board and has requested a library employee to serve on the board.

Natalie reported receipt of \$21 from Amazon.Smile.com.

**F. Marketing/Communications Committee**

Natalie Newville reported the committee met last week and she presented an updated strategic plan for Marketing/Communications' Goal 1 (copy attached to the minutes).

**G. Planning Committee**

No Report.

**8. UNFINISHED BUSINESS**

**A. Committee Assignments**

Jeff reported every committee is well staffed. Marge Kudrna reported this was her last board meeting as her term is ending in March. Claudia reported receipt of four applications from the City to replace Marge and if anyone wants to review the applications to let her know. Adam is a Cole county appointment and Jenny is an Osage county appointment. Claudia reported Adam will need to submit a letter of resignation since his term has not expired. No letter of resignation is required from Marge as her term expires.

**9. NEW BUSINESS**

**A. Human Resource Policy Approval (Attachment D)**

Claudia requested that the policies be tabled until March so that the old policies can be presented for comparison to the new policies and the board agreed.

**B. Weapons/Firearms Policy Discussion (Attachment E)**

Claudia reminded everyone of the incident at Daniel Boone Library which she emailed to everyone prior to the meeting. She also advised as a result of that incident, she has taken down the weapons signage at the library. Claudia presented to the board information on signage used by the St Louis County Library and the Daniel Boone Library. After discussion, it was recommended to use the signage from the Daniel Boone Library for buildings not near a school and to ask the opinion of this signage from `Attorney Kent Brown.

**10. ANNOUNCEMENTS**

Noelle announced she would like a picture of the Osage County Board Members.

Betty asked if anyone would like to volunteer to work the book sale in St. Martins from March 14 through March 17 to give her a call. She reported needing help on March 13 and also after 8:00 pm on March 14 to restock. Jeff recommended Betty sending an email to all board members requesting the help.

Claudia reported the Annex landlord, Tony Weldon, has stage 4 cancer. She was not sure what that means for the Library in the future.

**11. ADJOURNMENT**

The meeting was adjourned by Jeff Briggs at 7:35 pm. Minutes of the meeting were submitted by Judy Speidel.

**APPROVED 3-20-2018**