

**MISSOURI RIVER REGIONAL LIBRARY
BOARD MEETING
Annex Conference Room, 209 Adams Street
March 20, 2018
MINUTES OF THE MEETING**

The regular Board of Trustees meeting was called to order at 5:35 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; Kay Kasiske, Vice-President; Ithaca Bryant, Member; Valerie Weber, Member; Stu Murphy, Member, Ruth Canada-Painter, Member; and Kaye Bertels, Member. Also present were: Claudia Cook, Library Director; Natalie Newville, Marketing Manager; and Chuck Lahmeyer.

2. PUBLIC COMMENT

Chuck Lahmeyer introduced himself and presented an Application for County of Cole Boards & Committees. He indicated he believed he had submitted an application previously to the county but it appears they have no record. Claudia advised she will contact the county on Chuck's behalf and present them with his application if they do not have a copy on file.

3. APPROVAL OF MINUTES

Changes to the February 20, 2018 minutes were as follows: change location of the meeting to the Osage County Library; delete "on a" in the last sentence on page one; correct "hich" to "which" in the last sentence on page 4 (tenth bullet point) of Claudia's report.

Stu Murphy made a motion to approve the minutes of the February 20, 2018 meeting, as amended. Valerie Weber seconded. The motion passed.

4. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES

Claudia Cook reviewed the Treasurer's Report with the Board.

Claudia reported staff will be getting new computers costing a total of \$16,026 and no decision, as of yet, has been made regarding the old computers. They may be donated to the new Makerspace which the library has partnered with or they may be sold to staff.

Stu Murphy requested information as to what type of insurance Winter Dent had on board members. Claudia advised she will check on this and report back.

Kay Kasiske moved that the Treasurer's Report and the Monthly Expenditures be accepted as submitted and filed for audit. Ruth Canada-Painter seconded. The motion passed.

5. LIBRARY DIRECTOR'S REPORT – CLAUDIA COOK

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

- Claudia thanked the board members for starting the board meeting earlier to accommodate her attendance at Capitol City Cinema's first movie and film discussion.
- Claudia reported Library Advocacy Day at the Capitol was cancelled due to weather but she and Natalie were able to meet with Senator Kehoe and other legislators on that day. It was rescheduled and she and Natalie attended that event as well. They presented legislators with bookmarks which provided information on how they can obtain a library card while in Jefferson City. Claudia reported Senator Kehoe was very glad to hear Consumer Reports could be accessed with a library card. She reported the libraries have a great advocate in Jay Ashcroft. He is very passionate about libraries and wanting to provide funding for libraries.
- Claudia reported the Capital Facilities Committee did meet a couple weeks ago. She indicated they plan to meet monthly and their next meeting is scheduled for April 11. Claudia reported staff has been setting benchmarks for the strategic goals and objectives.
- Claudia reported partnering with Capital Region's Healthy Schools, Healthy Communities program. She is working with Ashley Varner to put up planters for herbs on the library grounds. These should be installed sometime in April or May.
- The City of Jefferson has appointed Anita Randolph to the MRRL Board and the County Commission has appointed Megan Eldridge. Neil Loethen has resigned from the Osage County Board. That will leave two positions on that board to fill. Debbie Rowles and Noelle Parker have potential prospects to fill those positions.
- Claudia reported she has personally contacted the individuals who have not returned the hot spots. She had not heard anything from those individuals but will follow up to see if they have returned the hot spots. She advised the Library may have to request credit cards in the future when lending out the hot spots. Jeff recommended asking other library directors if they have problems with hot spots not being returned and what action they have taken. He recommended Claudia report back on this next month.

- Claudia reported the February statistical report shows all numbers are up on programs and attendance from last year which is due primarily to great marketing.

6. COMMITTEE REPORTS

A. **Ad Hoc Bylaws Committee**

Valerie Weber reported the committee will meet on April 17 and she requested a copy of the current bylaws be emailed to each member of the committee.

B. **Capital Facilities Committee**

Kay Kasiske reported the Capital Facilities Committee met on March 7. She reported discussion was on current issues such as the front doors and blinds for the windows. The committee agreed the Carnegie Building is unsuitable for the Library due to problems with electrical and plumbing.

Claudia reported discussion was held on the Annex Building which building is not in good shape. However, due to the landlord's severe health problems, Claudia was not sure how that was going to affect the Library.

Claudia reported, at the suggestion of Barbara Reading, she presented the committee with a list of suggestions from the management staff on the needs for work space and patron space. Claudia reported the focus of the committee meeting was on whether to go out for a levy or bond. Also discussion held on whether to add a third floor to the existing building or have branch locations in the west area of the county. The committee will develop two or three options and then present those to the board for recommendation. She also reported the ultimate goal of the Osage County Library is to own their building. Claudia reported the library does have a healthy reserve and 10% of that is designated for the Osage County Library.

C. **Executive Committee**

No Report

D. **Finance/Fund Raising Committee**

No Report

E. Foundation

Natalie reported the Foundation did meet on March 8, 2018. She reported there were 217 attendees at the Foundation's mini-golf event. Although a final report has yet to be made, it appears the Foundation raised around \$ 4600. There were two main sponsors this year with each contributing \$ 500. They were STI and Buffalo Wild Wings.

Natalie reported there will be a Foundation fundraiser at Buffalo Wild Wings on April 2. Coupons and fliers are available on-line, at Circulation Desk, and will be sent out with emails to patrons. The Foundation will receive 15% on any order with a coupon.

F. Marketing/Communications Committee

Natalie Newville reported she has been on KAT Country, KWOS, and in the paper so the Library has had a lot of coverage.

G. Planning Committee

Stu Murphy reported the Planning Committee has not met. Currently the library has 38,000 square feet. Plans are to look at various models as there are three different types: minimum, moderate, and enhanced models for libraries.

7. UNFINISHED BUSINESS

A. Weapons/Firearms Policy Discussion (Attachment D)

Claudia presented two more weapon policy samples from other libraries and she read the policy from the Daniel Boone Library which was passed out at the last board meeting. After discussion, the board members combined the sample policies to form a new MRRL Library weapon's policy.

Valerie Weber made a motion to accept the new weapons policy "All weapons are prohibited unless authorized by Law. Violators will be denied entrance to the premises or ordered to leave the building." Ruth Canada-Painter seconded. The motion passed.

Jeff recommended the attorney for the library review the approved policy and if he has a big problem with the wording, Claudia can bring it back to the board. Kay suggested the State Library review the policy as well.

B. Human Resource Policy Approval (Attachment E)

Claudia presented updates to the Inclement Weather Policy, Harassment Policy, and Employee Performance and Discipline Policy. She also presented a new Payroll Policy. The board requested a change to the Payroll Policy in the second line as follows: change “protect” to “protecting” the rights and safety of all employees.

Valerie Weber made a motion to accept the updated Inclement Weather Policy; the updated Harassment Policy; the updated Employee Performance and Discipline policy with a correction to change “protect” to “protecting”; and the new Payroll policy. Kay Kasiske seconded. The motion passed.

Claudia reported the policies and procedures will be posted on-line. She indicated Lisa Otto wants printed forms and a handbook for staff.

C. Reconsideration of a New Handicap Parking Space at the Library

Claudia reported she would like to reconsider having a second handicap space across the street as patrons are requesting it. The space in question does have a slight slope on the passenger side. The space does meet ADA requirements on the driver’s side. Since it is an existing space, the Library could make a handicap space in good faith. Valerie was concerned about the Library’s liability if there is a problem. After discussion, it was decided to table this until next month and also to have the City Administrator come to speak to the board on this space.

8. NEW BUSINESS

9. ANNOUNCEMENTS

Natalie reported April 8 thru April 14 is National Library Week and April 11 is National Bookmobile Day. The Library is planning a story time and the Secretary of State Jay Ashcroft will be here. Patron Appreciation Day will be April 14. Jeff advised Natalie to send an email to all board members if there is anything the members can do to help.

Kay Kasiske reported the Runge Nature Center will be having a plant sale Saturday and everyone is invited to attend.

10. ADJOURNMENT

The meeting was adjourned by Jeff Briggs at 6:45 pm. Minutes of the meeting were submitted by Judy Speidel.

APPROVED 4-17-2018