

**MISSOURI RIVER REGIONAL LIBRARY  
BOARD MEETING  
Annex Conference Room, 209 Adams Street  
November 17, 2015  
MINUTES OF THE MEETING**

*The regular Board of Trustees meeting was called to order at 7:08 pm by Abbey Rimel, President. Judy Speidel, Administrative Assistant, was present to take the minutes.*

**1. AGENDA**

Abbey amended the agenda for the meeting indicating Item 7B should read: Presentation of Slate of Officers for the MRRL Board.

**2. ROLL CALL OF MEMBERS**

Members present: Abbey Rimel, President; Vicki Ford, Vice-President; Jane Dolan, Secretary; Jenny Jacobs, Treasurer; Marge Kudrna, Member; Adam Veile, Member; Debbie Rowles, Member; Bill Zimmerman, Member; Stu Murphy, Member; and Kathy Penfold, Member. Also present were: Paula Schulte, Marketing Coordinator; Elizabeth Beach, Human Resources Director; Claudia Schoonover, Library Director; Betty Hagenhoff, Assistant Director; and Brittany Ruess, News Tribune Reporter.

**3. PUBLIC COMMENT**

There was no public comment.

**4. APPROVAL OF MINUTES**

Abbey reported JC/Cole Board and Osage County Board should be deleted from Item 9C.

Kathy Penfold made a motion to approve the October 20, 2015 minutes, as amended. Adam Veile seconded. The motion passed.

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

Jenny Jacobs reviewed the Treasurer's Report with the Board.

Jenny Jacobs moved that the Treasurer's Report and the Monthly Expenditures be accepted as submitted and filed for audit. Stu Murphy seconded. The motion passed.

**6. LIBRARY DIRECTOR'S REPORT – CLAUDIA SCHOONOVER**

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

- Staff day was held on Columbus Day and the main presentation of the day was given by Louise Hune from JCMG using colors to reflect how different personalities interact with each other. There were also presentations on the future of libraries, personal safety, and identity theft. Lunch was catered from Madison's and the library received great feedback from the staff.

- As a member of the Homelessness Task Force, we put together an event named Project Homeless Connect Jefferson City which the library took part in, where we talked with over 100 people about the library services.
- Partner with Missouri Bar in hosting their Mini Law School at the library. It was a 4 week program with over 50 participants in attendance.
- Friends of the Library group has passed their bylaws and have a nominating committee to name a slate of officers including someone has volunteered to be President. The group will be meeting quarterly in 2016.
- Claudia presented the trustees with the patron comments for October.

## 7. COMMITTEE REPORTS

### A. Capital Facilities Committee

Marge reported no meeting held. She did indicate the committee would be going out for bids for the fire alarms.

Betty reported Air Masters is working with Clark Enersen and should be beginning the replacement of the chiller and cooling unit within a short time.

### B. Executive Committee

No Report.

### C. Finance Committee

No Report.

### D. Foundation

Bill Zimmerman reported the Foundation did meet on November 12 and the highlights of that meeting were:

- Kit Freudenberg is working with the Foundation and the Development Committee to set goals for 2016. The committee presented the Foundation directors a Development Plan for 2015-2016, a Development Calendar, and a MRRL Foundation calendar for 2016. Three goals were set as follows: net revenue for 2016 in the amount of \$20,000, contact the prior 42 donors to obtain donations from 90% of them, and obtain donations from 100 new donors.
- Foundation's total balance is \$ 15,969.28.
- Reg, Anita, and Bill were appointed to a committee to plan a social event on January 12 at 7:00 pm to kick around ideas to meet the new development goals. Bill invited all board members to attend. He indicated the venue will be finalized in December and should be able to give a report on that at the December board meeting.

Claudia recommended having Kit Freudenberg come and speak to the Board of Directors at the next Board Meeting and the President of the Foundation also. Bill indicated he will contact Kit.

Bill reported some suggestions have been made to the writing of the foundation minutes. Those suggestions included: referring to members as directors and listing directors who are absent from the meetings.

**E. Planning Committee**

Stu Murphy reported the Planning Committee did meet at 6:30 pm prior to the MRRL Board Meeting. He reported the committee had not met in two years and the Board of Trustees had not reviewed the plan during that time. Based on Claudia's report, he was very impressed with the library's accomplishments. Stu reported the committee will begin in January to work on a strategic plan for 2017-2020 and their next meeting will be held in December or January. He reminded the board of trustees that it is their fiduciary responsibility to be involved in the strategic plan.

**8. UNFINISHED BUSINESS**

**A. Suggested Changes to Personnel Policy for Employee Benefits (Attachment D)**

Abbey presented the updated recommended changes to the personnel policy for employee benefits. Kathy Penfold suggested changing the last sentence to read: "MRRL strives to provide an attractive benefit package, although this policy should not be construed to guarantee the same level of benefits indefinitely."

Stu Murphy made a motion to approve the recommended changes to the personnel policy for employee benefits, as amended. Bill Zimmerman seconded. The motion passed.

**B. Presentation of the Slate of Officers for the MRRL Board for 2016**

Debbie Rowles, on behalf of the nominating committee, presented a slate of officers for the MRRL Board for 2016 and indicated the slate of officers will be voted on at the December meeting. The slate of officers is as follows: Stu Murphy, President; Vicki Ford, Vice-President; Adam Veile, Secretary, and Jennifer Jacobs, Treasurer.

**9. NEW BUSINESS**

**A. Director's Evaluation**

Claudia advised the evaluation form was sent via email and trustees should complete the form and return it to Elizabeth Beach.

**10. ANNOUNCEMENTS**

**A. MRRL Christmas Luncheon**

Elizabeth gave each trustee an invitation to the MRRL Christmas Luncheon to be held on December 14 and hosted by the Osage County Library staff.

**B. Meeting Rooms**

Jenny Jacobs announced meeting rooms were available for use at the Missouri State Technical College in Linn for any Christmas activities.

**C. MRRL Bake and Craft Sale**

Elizabeth reported the annual MRRL Bake and Craft Sale for United Way will be held on December 3, December 4, and December 5 on the main floor of the library. All proceeds benefit the United Way.

**11. ADJOURNMENT**

Abbey Rimel adjourned the meeting at 7:51 pm. Minutes of the meeting were submitted by Judy Speidel.

**APPROVED 12/15/2015**