

# MISSOURI RIVER REGIONAL LIBRARY

Board Meeting

213 Adams Street, Grimshaw Room

March 21, 2023

## MINUTES OF THE MEETING

The regular Board of Trustees meeting was called to order at 6:02 p.m. by Vice President Kaye Bertels.

### 1. ROLL CALL OF MEMBERS

Members present: President Stacy Fick (via Zoom), Vice President Kaye Bertels, Treasurer John Gulick, Secretary Anne Rottmann, and members: Ithaca Bryant, Kay Kasiske, Peggy Mulvania, Bob Priddy and Anita Randolph

Members absent: Jeff Briggs, Rheannon Jahnsen, Steve Nelson and Anne Steele

Also present: Claudia Young, Library Director; Natalie Newville, Assistant Director of Marketing and Development; Angie Bayne, Assistant Director of Public Services; Debra Winter, Business Manager/Accountant; and Robin Coffman, Administrative Assistant

### 2. PUBLIC COMMENT

None

### 3. APPROVAL OF MINUTES

John Gulick made a motion, seconded by Ithaca Bryant, to approve the minutes from the February 21, 2023, meeting. Motion passed.

### 4. TREASURER'S REPORT AND APPROVAL OF MONTHLY EXPENDITURES (ATTACHMENTS A & B)

John Gulick and Debra Winter, Accountant, reviewed the monthly financial report (Attachments A & B) with the Board. John Gulick made a motion, seconded by Kay Kasiske, to approve the Treasurer's Report and Monthly Expenditures. Motion passed.

Debra Winter presented a budget adjustment in the 2022 budget due to an increase in revenue which offset expenses related to downloadable materials, library automation contracts and utilities. John Gulick made a motion, seconded by Anne Rottmann, to approve the 2022 budget adjustment, as presented. Motion passed.

### 5. LIBRARY DIRECTOR'S REPORT-CLAUDIA YOUNG (ATTACHMENT C)

Claudia Young, Library Director, reported that expansion planning is the administration's priority. Messaging is being developed and she has been interviewing library patrons from the 5 main community groups as identified in the Campaign Playbook developed by OrangeBoy, Inc., – My Side of Town, Traditionalists, Third Place, New Wave, and Far and Away. The sharing of these patrons' stories will be used in the library's messaging.

Claudia reported that Clark Swanson of OrangeBoy, Inc., had passed away. She and Natalie expressed their gratitude for the work he performed and the consultation he

provided as the library moves forward with its ballot initiative. One of his associates is continuing to provide assistance to the library.

Claudia thanked Anne Rottmann for assisting in contacting and setting up a meeting with local legislators to meet with Claudia and Natalie at the State Capitol. Claudia and Natalie reviewed the library's expansion plans and provided each legislator with a promotional booklet. They were able to explain the amount of programming, training, and partnering the library does with other organizations. The goal is for the legislators to keep the library in consideration if supplemental funding becomes available.

Claudia reported that she, Angie Bayne, Qhyrrae Michaelieu, and Jessica Wieberg are in process of reviewing and revising the library's Patron Code of Conduct and procedures for trespassing individuals. Updates are being made to reflect present day situations and to reflect current practice.

Claudia provided an update regarding Jefferson City's Unhoused Solutions (homeless) Task Force; it is working toward establishing a day center. One option discussed is the day center being offered at a local church. Updates will be provided.

In response to a Board question regarding the ARPA funds from the Cole County Commission, Claudia explained that she is working on acquiring location(s) within Cole County to place new library lockers for patrons. This is in addition to the purchasing of a new van. It is unknown whether additional ARPA funding has been made available by the County, but staff will follow up and report out.

Claudia reported that the book sale generated approximately \$56,000 for the library. On the final day of the sale, the library provided 187 boxes of books and materials to local educators free of charge. Claudia thanked Angie Bayne for coordinating such a successful book sale and all staff who either covered library shifts or worked the book sale.

## **6. COMMITTEE REPORTS**

**A. Capital Facilities Committee** (Anita Randolph) No Report

**B. Executive Committee** (Stacy Fick) No Report

**C. Finance Committee** (John Gulick) No Report

**D. Foundation Liaison** (Kaye Bertels)

Kaye reported that the Foundation made a little over \$5,000 from its mini-golf fundraiser events. The Foundation provided \$3,200 to the library to assist with the Storytelling Festival. (The festival utilized 7 story tellers at 28 locations.) The Foundation will also be transferring \$46,593 to the Capital Campaign.

**E. Marketing/Communications Committee** (Jeff Briggs) No Report

**F. Planning Committee** (Ithaca Bryant) No Report

Library Director Claudia Young reminded the Board that the Campaign Playbook developed for MRRL by OrangeBoy, Inc., is the plan/strategies being followed as the Board seeks expansion of the library facility and services.

**G. Bylaws Committee** (Stacy Fick) No Report

## **7. UNFINISHED BUSINESS**

### **A. Expansion Planning**

As previously stated, expansion planning continues to be the administration's main priority leading up to the April ballot announcement. Claudia reported that the architects estimate the expansion to cost \$28 million, on the conservative end, up to \$30 million; however, a firmer price will be provided by April 12. The administration is focusing on the \$30 million project and using this amount to calculate needed tax revenue. The administration is also developing the marketing messaging for the upcoming informational campaign. Varied mechanisms for messaging will be utilized. Talking points, as included on an informational flier, will be provided to all Board members and staff.

The library's attorney, Kent Brown, has been assisting with research and the ballot language to ensure compliance with state laws. Mr. Brown drafted proposed ballot language which was shared with the Board for its consideration. Approval of final ballot language is anticipated at the April Board meeting.

### **B. Capital Campaign**

Claudia reported that Capital Campaign Chair Gabe Hulsey met with Ken Theroff, President, Central Bank of Jefferson City, in the effort to request a donation from the bank for the library's Capital Campaign. The next step in the request process is a review by an internal committee of the bank. The next companies from which donations may be requested include the Farmer Company and Diamond Pet Foods.

## **8. NEW BUSINESS**

### **A. Proposed Longevity Increase**

The administration proposed a longevity salary plan that would begin at the 5 year mark to recognize long-term service to the Missouri River Regional Library. After making some adjustments to the personnel line in the 2023 budget year, the administration determined there was enough money, with an additional \$2,069 from the library's contingency fund, to cover the raises for 30 staff who fit into the 5 years of service and above categories, as outlined in the proposal.

For staff falling into the categories listed below, the increase listed will be reflected in their March paychecks. Going forward, in January of the employee's 5th anniversary year, a 3 percent raise will be awarded in addition to any cost of living raise approved during the budget process. The amount goes up incrementally as one progresses to the next category.

5 -9 years: 3.0 percent  
10-14 years: 3.5 percent  
15-19 years: 4.0 percent  
20-24 years: 4.5 percent  
25-29 years: 5.0 percent  
30 years plus: 6.0 percent

It was moved by John Gulick, seconded by Ithaca Bryant, to approve a budget adjustment within the 2023 budget to transfer \$2,069 from contingency funds to the personnel line. Motion passed.

It was moved by Anita Randolph, seconded by Bob Priddy, to direct the Library Director to institute the longevity salary increase plan, as presented, effective March 2023. Motion passed.

**B. Evers & Co. Audit Letter**

Debra Winter provided the Board with a letter from Evers & Company, CPA's, L.L.C. informing the Board of the upcoming annual financial audit of the library in April 2023.

**9. ANNOUNCEMENT**

Claudia announced that she has been selected as one of the 10 Women of Achievement nominees by the local Zonta Club. Due to a scheduling conflict, the Board determined that the April 18th MRRL Board meeting will be pushed back to begin at 7:00 p.m., with the Marketing/Communications Committee meeting being changed to 6:00 p.m., and the Building Corporation meeting still scheduled for immediately following the Board meeting.

**10. ADJOURNMENT**

The meeting adjourned at 7:30 p.m.

**Meeting minutes approved April 18, 2023.**