

**The Riverside Regional Library
Board of Trustees Meeting
February 23, 2017**

The Riverside Regional Library Board of Trustees conducted a meeting Thursday, February 23, 2017 at Riverside Regional Library, Jackson Library, 1997 E. Jackson Blvd., Jackson, Missouri.

Call to Order

The meeting was called to order by President Steve Burk at 7:05 p.m.

Roll Call

Members present were: Steve Burk, Myrna Cheek, June Ernst, Randal Friend, Tom Gross, JoAnn Hahs, Mary Kiefer, Martha Mangels, Dennis Martin, , Kathy Panagos, Susan Phillips, Janet Randolph, Emily Steffens, and Gary Ziegler. Members absent: Carrie Massey. Also present were Library Director Jeff Trinkle and Recording Secretary Roberta Brown.

Open Forum for Visitors

Visitors present:

Jackson patrons Barbara and Jim Morgan were present. They are the stewards of the new “Little Free Library” in uptown Jackson.

Terry Davis, artist for the Jackson library mural project, explained concepts and shared a line drawing.

Dr. Mary Elizabeth Ambery, PhD. *Born to Read* Program Director, The Honor Society of Phi Kappa Phi-Chapter #260 asked the library to join with them again this year to help sustain the *Born to Read* Program in cooperation with Southeast Missouri State University to provide over 900 copies of *Baby's First Book*, as a gift to babies born at Southeast Missouri Hospital and St. Francis Medical Center this year. She will look into including the Perry County Memorial Hospital as well.

A. Action Items

Approval of Minutes

A motion was made by Tom Gross, seconded by Kathy Panagos and approved unanimously to accept the January 2017 minutes.

A motion was made by Tom Gross, seconded by Randal Friend and approved unanimously to accept the January and February 2017 Allowance of Bills and Financial Reports.

B. Information Items

1. Correspondence

- The Benton library branch received a Certificate of Appreciation for outstanding support from the United States Marine Corps Reserves Toys for Tots.
- Articles from the *Southeast Missourian* about the “Little Free Library” in uptown Jackson and the free book exchange at the Jackson Civic Center.
- Article from Jackson’s *Cash-Book Journal* newspaper about the “Little Free Library” in uptown Jackson.

2. Librarian’s Report (Written report)

- State funding reductions – Governor Greitens released his budget recommendations on Thursday, February 2. State Aid, REAL Program and Athletes and Entertainers (A&E) appropriations have been reduced to the FY16 level. The Missouri State Library is gathering statistics about the impact of the decreases to use in the budget presentation for FY18.
- Amazon began collecting sales tax in Missouri on February 1, 2017. We will not have to pay sales tax as we have submitted our State of Missouri tax exempt certificate.
- Library Director, Jeff Trinkle and Office Manager, Roberta Brown have filed their annual Personal Financial Disclosures with the Missouri Ethics Commission.
- Several author book signings have been held at Jackson Main Branch.
- MOREnet FCC form 479 has been filed in order to secure a discounted internet connection.
- The 2017 Summer Reading Grant was granted in the amount of \$11,956. These are LSTA federal funds from the Institute of Museum and Library Services, filtered through the Missouri State Library in the Missouri Secretary of State’s Office. Congratulations to Children’s Librarian Lynn Farrow!
- Personnel:
 - New Altenburg Branch Manager, Eunice Schlichting’s first day was January 17. She replaces Kathy Schlimpert who retired.
 - New Circulation Supervisor at Jackson, Sandy Welker replaces Barbara Arnzen who will retire February 24.
 - New Full-Time Clerk at Jackson, Stacy Tucker replaces Sandy Welker.
 - New Part-Time Clerk at Jackson, Evelyn Nussbaum’s first day will be February 28.

3. Committee Reports

Personnel Committee

A motion was made by June Ernst seconded by Martha Mangels, and approved unanimously to go into Executive Session. Roll call was taken to go in to executive session at 8:13 p.m. to discuss personnel and employment matters. The vote was: Steve Burk, yes; Myrna Cheek, yes; June Ernst, yes; Randal Friend, yes; Tom Gross, yes; JoAnn Hahs, yes; Mary Kiefer, yes; Martha Mangels, yes; Dennis Martin, yes; Kathy Panagos, yes; Susan Phillips, yes; Janet Randolph, yes; Emily Steffens, yes; and Gary Ziegler, yes.

A motion was made by June Ernst seconded by Emily Steffens, and approved unanimously to go out of Executive Session at 8:23 p.m. The vote was: Steve Burk, yes; Myrna Cheek, yes; June Ernst, yes; Randal Friend, yes; Tom Gross, yes; JoAnn Hahs, yes; Mary Kiefer, yes; Martha Mangels, yes; Dennis Martin, yes; Kathy Panagos, yes; Susan Phillips, yes; Janet Randolph, yes; Emily Steffens, yes; and Gary Ziegler, yes.

A motion was made by Randal Friend seconded by Susan Phillips, and approved unanimously that the Personnel Committee meet to review a restructuring of the Technical Services Department as offered by the Library Director for presentation to the board.

4. Unfinished Business

- Telephone system upgrade at Jackson – Library Director Jeff Trinkle distributed quotes for review.

5. New Business

- The 2016 Financial Statement Compilation was mailed to all board members prior to the meeting. After review and discussion, a motion was made by Kathy Panagos, seconded by Tom Gross and approved unanimously to accept the 2016 Financial Statement Compilation.
- The 2016 Annual Report was distributed. After statistical review and discussion, a motion was made by Susan Phillips, seconded by Tom Gross and approved unanimously to accept the 2016 Annual Report.
- Oran Good Faith Fund – Received \$5,842.05 from the City of Oran which includes amounts not paid the past few years.
- Book Reconsideration – After discussion, a motion was made by Martha Mangels seconded by Kathy Panagos, and approved unanimously that the book,

A Child's First Book of Trump by Michael Ian Black be approved for inclusion in the adult book collection.

- Unrestricted Funds:
 - Jeff requested that unrestricted funds be allocated in the amount of \$679.00 for the “Little Free Library” in Jackson. Tom Gross made a motion, seconded by Martha Mangels and approved unanimously that funds for such be used from Cape Girardeau County’s Unrestricted Account.
 - Jeff requested that unrestricted funds be allocated in the amount of \$760.00 + \$448.75 totaling \$1,208.75 for work done by Creative Data at Perryville. Mary Kiefer made a motion, seconded by Susan Phillips and approved unanimously that funds for such be used from Perry County’s Unrestricted Account.
- Data Breach Liability Insurance – Exploring options for additional coverage.

C. Executive Session - None

D. Board Orientation and Training - None

E. Adjournment

Emily Steffens made the motion, seconded by Susan Phillips to adjourn the meeting at 9:20 p.m.

The Personnel Committee will schedule a date to meet sometime before the next board meeting. The next board meeting will be held on Thursday, March 23, 2017 at Jackson.

Respectfully submitted,

Roberta Brown
Recording Secretary

Approved by the Riverside Regional Library Board of Trustees
Date: _____
Presiding Officer: _____