

**The Riverside Regional Library
Board of Trustees Meeting
February 22, 2018**

The Riverside Regional Library Board of Trustees conducted a meeting Thursday, February 22, 2018 at Riverside Regional Library, Jackson Library, 1997 E. Jackson Blvd., Jackson, Missouri.

Call to Order

The meeting was called to order by President Emily Steffens at 7:00 p.m.

Roll Call

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

Open Forum for Visitors

Jackson patrons Carol and Gene Magnus spoke about items to be purchased with Rick Magnus memorial funds.

Jackson Part-Time Clerk, Barbara Arnzen.

A. Action Items

Approval of Minutes

A motion was made by Dennis Martin, seconded by Martha Mangels and approved unanimously to accept the November 2017 minutes, noting there was no quorum at the January, 2018 meeting.

After discussion, a motion was made by Steve Burk, seconded by Susan Phillips, and approved unanimously to accept the December 2017 – February 2018 Allowance of Bills and Financial Reports.

B. Information Items

1. Correspondence - None

2. Librarian's Report (Written report)

- Article and photograph in the *Republic-Monitor* newspaper for the ribbon cutting at Perryville in celebration of the new exterior library sign at the Perry Park Center.
- Christmas card from First Midwest Bank.

3. Committee Reports – None.

4. Unfinished Business

- Jackson landlord has been contacted regarding heating and A/C issues.
- Jeff has contacted someone about sandblasting and repainting Jackson's old book returns to be placed at other branches as needed.
- The new outside lighting fixtures with LED bulbs have been installed at Benton.
- Steve Burk reported that the English as a Second Language (ESL) class at Jackson is tentatively set to start in March at an offsite location.
- Jeff gave an update on the *MISSOURI EVERGREEN* / **TLC** migration. He discussed fees involved and reported that TLC has been notified.
- Unrestricted funds:
 - As previously approved, funds from the Scott County Unrestricted account were used to pay for new fixtures with LED bulbs at Benton.
 - As the previous approval to use funds from Cape Girardeau County Unrestricted account to pay for the new drop boxes at Jackson was omitted from the October 2017 minutes, a motion was made by Dennis Martin, seconded by Steve Burk, and approved unanimously to amend the October 2017 minutes to include the approval. The original October 2017 motion was made by Tom Gross, seconded by Martha Mangels, and approved unanimously.
 - A motion was made by JoAnn Hahs, seconded by Steve Burk, and approved unanimously to use funds from Cape Girardeau County Unrestricted account to pay for new chairs in the seating area at Jackson.

5. New Business

- The 2017 Financial Statement Compilation was mailed to all board members prior to the meeting. After review and discussion, a motion was made by Susan Phillips, seconded by Martha Mangels and approved unanimously to accept the 2017 Financial Statement Compilation.
- The 63rd Annual Report 2017 was distributed and reviewed for approval at the March meeting.

- After discussion, Steve Burk made a motion, seconded by JoAnn Hahs and approved unanimously stating that Rick Magnus Memorial Fund money not be spent until issues have been resolved concerning circulation of the Wi-Fi Hot Spots.
- The April 26, 2017 board meeting will be held at Oran. We will set a date to meet at Altenburg at a later time.
- **The Policy & Bylaws Committee** will meet prior to the April board meeting. Those committee members are: Tom Gross, Carrie Massey, and Jill Barber along with Emily Steffens, Kathy Panagos, and Randal Friend.

C. Executive Session – None.

D. Board Orientation and Training - None

E. Adjournment

Martha Mangels made a motion, seconded by Steve Burk to adjourn the meeting at 8:35 p.m.

The next board meeting will be held on Thursday, March 22, 2018 at Jackson.

Respectfully submitted,

Roberta Brown
Recording Secretary

Approved by the Riverside Regional Library Board of Trustees

Date: _____

Presiding Officer: _____