

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

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

Call to Order

The meeting was called to order by Board member Tom Gross at 7:05 p.m. Treasurer Mary Kiefer presided over the remainder of the meeting.

Roll Call

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

Open Forum for Visitors – None present

A. Action Items

Approval of Minutes

A motion was made by Dennis Martin, seconded by Kathy Panagos and approved unanimously to accept the February 2017 minutes with the correction that President Steve Burk called the meeting to order instead of Vice President Randal Friend.

A motion was made by Dennis Martin, seconded by Susan Phillips and approved unanimously to accept the March 2017 Allowance of Bills and Financial Reports.

B. Information Items

1. Correspondence

- Article from the *Southeast Missourian* about a young adult program at Oran where participants made and used “slime”.
- Article from Jackson’s *Cash-Book Journal* newspaper about the “Little Free Library” in uptown Jackson.
- Card of thanks for our expression of sympathy from the family of former staff member Lillian Hess who died recently.

- Card of thanks from Jackson Orchard Drive Elementary PTO for our participation in their scavenger hunt.

2. Librarian's Report (Written report)

- In the wake of the tornado that hit Perryville, the American Red Cross opened a shelter at the Perry Park Center. The library was open extended hours on Saturday, March 3rd and Sunday, March 4th so volunteers could have access to public computers, enabling them to file applications for assistance. A big thank you goes to the Perryville branch library staff and Perry County board member Mary Kiefer for all their efforts in this time of need.
- First Annual Jackson Reads Day will be held on Monday, April 10 from 5-7 p.m. on the courthouse lawn at Jackson. The event was formed by Jackson R-2 Schools libraries. Riverside Regional Library will be participating in event activities as well as posting informational flyers in the library, website, and Facebook.

3. Committee Reports

Personnel Committee

Kathy Panagos reported that the committee met on March 16. They propose a restructuring of the Technical Services Department which includes the department name be changed to "Cataloging Department" along with revised job descriptions. After discussion, a motion was made by Dennis Martin seconded by Janet Randolph, and approved unanimously to accept the proposed restructuring, name change and revised job descriptions.

4. Unfinished Business

- **Telephone system upgrade** – Library Director Jeff Trinkle distributed quotes for review. After discussion, a motion was made by Janet Randolph seconded by Dennis Martin, and approved unanimously to accept the quote from Creative Data Systems with the addition of a 5-year protection plan. Jeff Trinkle noted that he would like to use funds from the Unrestricted Accounts. A motion was made by Carrie Massey seconded by Tom Gross, and approved unanimously to pay for the telephone system upgrade with funds from Unrestricted Accounts using itemized bills for each county.
- **Data Breach Liability Insurance** - Library Director Jeff Trinkle distributed quotes provided by our insurance agent, Doug Mueller from BCS. This would be in addition to our current coverage with our carrier, Cincinnati Insurance. After discussion, the board asked for more information. Jeff will make arrangements for a presentation at a future meeting.

- **Scott County Branch Library Furniture** – Quotes from Scheffer’s Office Furniture & Business Machines were distributed. A motion was made by Janet Randolph seconded by Carrie Massey, and approved unanimously to accept the quotes and with payment from Scott County’s Unrestricted funds.
- **Library Mural Project at Jackson** – Committee members met and discussed a timeline noting the landlord will need to paint before mural work can begin. Start date May 1, with 6 weeks to completion. The estimated cost of supplies is \$700 with a stipend of \$1,500 to the artist. A motion was made by Martha Mangels seconded by JoAnn Hahs, and approved unanimously to pay for the Jackson Library Mural Project using Cape Girardeau County’s Unrestricted funds.

5. New Business

- Jeff will contact each County Commission and request to be placed on their agendas and set April meeting times to present the 62nd Annual Report.
- Jeff is developing a server replacement plan. He will be asking to use Unrestricted Account funds for this project.
- New Library Traffic Counter Systems have been installed at Jackson and Perryville. We are looking to also add counters to Scott City, Benton, Oran, and Altenburg. A motion was made by Janet Randolph, seconded by Carrie Massie and approved unanimously to pay for Scott County’s Traffic Counters with Scott County Unrestricted funds. A motion was made by Dennis Martin, seconded by Susan Phillips and approved unanimously to pay for Altenburg’s Traffic Counter with Perry County Unrestricted funds.
- Quotes from Scheffer’s Office Furniture & Business Machines for new chairs at Jackson were distributed. Jeff will ask their representative to meet with us and bring fabric samples. He noted that he would like to use funds from Cape Girardeau County’s Unrestricted Account.
- A motion was made by Janet Randolph, seconded by Carrie Massie to return funds received (\$5,842.05) from the City of Oran’s Good Faith Fund. This motion was tabled until more information has been gathered.

C. Executive Session - None

D. Board Orientation and Training - None

E. Adjournment

Dennis Martin made the motion, seconded by Susan Phillips to adjourn the meeting at 8:37 p.m.

Respectfully submitted,

Roberta Brown
Recording Secretary

Approved by the Riverside Regional Library Board of Trustees

Date: _____

Presiding Officer: _____