

**The Riverside Regional Library
Board of Trustees Meeting
September 28, 2017**

The Riverside Regional Library Board of Trustees conducted a meeting Thursday, September 28, 2017 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 7:03 p.m.

Roll Call

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

Open Forum for Visitors

Jackson Part-Time Clerk, Barbara Arnzen.

A. Action Items

Approval of Minutes

A motion was made by Kathy Panagos, seconded by Steve Burk and approved unanimously to accept the August 2017 minutes with revised committee assignments:

- **Long-Range Planning**—Myrna Cheek, Susan Phillips, Martha Mangels.
- **Personnel**— June Ernst, JoAnn Hahs, Janet Randolph.
- **Policy & Bylaws**—Tom Gross, Carrie Massey, Jill Barber.
- **Budget & Finance**— Steve Burk, Dennis Martin, Gary Ziegler.

A motion was made by Martha Mangels, seconded by June Ernst, and approved unanimously to accept the September 2017 Allowance of Bills and Financial Report.

B. Information Items

1. Correspondence

- Card of thanks for our expression of sympathy from Jackson staff member Stacy Tucker. Her father died recently.

2. Librarian's Report (Written report)

- Library Director, Jeff Trinkle discussed *MISSOURI EVERGREEN* consortium.
- The new telephone system installation has been completed at all six locations and is operating on the VoIP protocol. (voice over IP) Billing has not been received for Benton and Oran. This will be paid using Scott County Unrestricted Funds.
- September is Library Card Sign-Up Month.
- Oak Ridge School has contacted the Jackson library asking for a scheduled delivery/pickup of books for students to check out.
- Montgomery Bank statement in August reflected a new charge for ACH fees. The amount charged is based upon the number of payroll direct deposits to our staff each month and will vary according to use.
- TG Missouri Corporation in Perryville has awarded the Perryville Branch library \$2000. They are the winner of the Healthier Perryville contest.

3. Committee Reports

The Policy and Bylaws Committee will meet after the first of the year.

4. Unfinished Business

- **Oran lighting project** is complete. Payment was made using funds from Scott County's Unrestricted account. The AmerenUE grant application has been submitted.

5. New Business

- *MISSOURI EVERGREEN* agreement / memorandum of understanding was distributed and discussed.
- June Ernst reported that the Perry County Clerk appreciated the open lines of communication between the Riverside Regional Library Board and the County Commission.
- **The Budget and Finance Committee** – Will set a time to meet in October. They will also meet at 6:30 p.m. prior to the October 26 Board meeting.

C. Executive Session

A motion was made by June Ernst seconded by Dennis Martin, and approved unanimously to go into Executive Session. Roll call was taken to go in to executive session at 7:50 p.m. to discuss personnel and employment matters — the director's performance

evaluation. The vote was: Steve Burk, yes; Myrna Cheek, yes; June Ernst, yes; Tom Gross, yes; Martha Mangels, yes; Dennis Martin, yes; Carrie Massey, yes; Kathy Panagos, yes; and Emily Steffens, yes.

A motion was made by Martha Mangels seconded by Dennis Martin, 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; Tom Gross, yes; Martha Mangels, yes; Dennis Martin, yes; Carrie Massey, yes; Kathy Panagos, yes; and Emily Steffens, yes.

D. Board Orientation and Training - None

E. Adjournment

Myrna Cheek made a motion, seconded by June Ernst to adjourn the meeting at 8:25 p.m.

The next regular board meeting will be held at Jackson on Thursday, October 26, 2017 at 7:00 p.m. **The Budget and Finance Committee** will meet at prior to that at 6:30 p.m. Those committee members are: Steve Burk, Dennis Martin, Gary Ziegler along with Emily Steffens, Kathy Panagos, and Randal Friend.

Respectfully submitted,

Roberta Brown
Recording Secretary

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