

**The Riverside Regional Library
Board of Trustees Meeting
October 26, 2017**

The Riverside Regional Library Board of Trustees conducted a meeting Thursday, October 26, 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 7:10 p.m.

Roll Call

Members present were: Jill Barber, Steve Burk, Myrna Cheek, June Ernst, Randal Friend, Tom Gross, Martha Mangels, Dennis Martin, Carrie Massey, Kathy Panagos, Susan Phillips, Janet Randolph, Emily Steffens and Gary Ziegler. Members absent: JoAnn Hahs. 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 Janet Randolph, seconded by Kathy Panagos and approved unanimously to accept the September 2017 minutes.

A motion was made by Dennis Martin, seconded by Randal Friend, and approved unanimously to accept the October 2017 Allowance of Bills and Financial Report.

B. Information Items

1. Correspondence - None

2. Librarian's Report (Written report)

- Library Director, Jeff Trinkle and Perryville Assistant Branch Manager, Alinda Smithey attended the 2017 Missouri Library Association (MLA) conference in St. Charles October 4-6.
- Montgomery Bank charges for ACH fees for staff payroll direct deposits have been refunded.
- All staff performance evaluations have been completed.
- A new substitute has been hired for Benton and Oran branches in Scott County. Her name is Mary Coram.

3. Committee Reports

Budget and Finance Committee – Gary Ziegler reported that they met on October 12 and prior to tonight's board meeting. Copies of the proposed 2018 budget were distributed and discussed.

4. New Business

- A motion was made by Kathy Panagos, seconded by Dennis Martin and approved unanimously to approve the 2018 Budget as presented. Board Treasurer, Randal Friend noted his appreciation for the Committee's hard work.

5. Unfinished Business

- Our janitorial service, Business & Home Services, is no longer in operating. Our new service is Successful Organizing Solutions.
- The Air Conditioning at Jackson is not working in the front offices. The landlord, Jim Maevers, indicated that it is cost prohibitive to be repaired at this time. This will need to be addressed again at a future date.
- Perryville Branch Library would like to have a sign (Riverside Regional Library) placed on the library's exterior of the Perry Park Center. A motion was made by Susan Phillips, seconded by Dennis Martin and approved unanimously to use \$800.00 from a recent TG Missouri donation and the remaining \$800.00 from Perry County Unrestricted funds.

6. Old Business

- **MISSOURI EVERGREEN** agreement / memorandum of understanding was distributed at the September board meeting. Jeff reviewed the cost comparison to the system currently in place as well as other advantages. A motion was made by Martha Mangles, seconded by Gary Ziegler and approved unanimously to sign the memorandum of understanding (MOU) to enable the library be placed in queue for transfer to the **MISSOURI EVERGREEN** system in 2018.
- Due to Thanksgiving and Christmas holidays, the next board meeting will be held at Jackson on Thursday, November 30, 2017 at 7:00 p.m.

- Janet Randolph reported that the outside lighting at Benton isn't working properly and that the Scott County Board would look into having it fixed.

C. Executive Session

A motion was made by June Ernst seconded by Steve Burk, and approved unanimously to go into Executive Session. Roll call was taken to go in to executive session at 8:18 p.m. The vote was: Jill Barber, yes; Steve Burk, yes; Myrna Cheek, yes; June Ernst, yes; Randal Friend, yes; Tom Gross, yes; Martha Mangels, yes; Dennis Martin, yes; Carrie Massey, yes; Kathy Panagos, yes; Susan Phillips, yes; Janet Randolph, yes; Emily Steffens, yes; and Gary Ziegler, yes.

A motion was made by Steve Burk seconded by Randal Friend, and approved unanimously to go out of Executive Session at 8:35 p.m. The vote was: Jill Barber, yes; Steve Burk, yes; Myrna Cheek, yes; June Ernst, yes; Randal Friend, yes; Tom Gross, yes; Martha Mangels, yes; Dennis Martin, yes; Carrie Massey, yes; Kathy Panagos, yes; Susan Phillips, yes; Janet Randolph, yes; Emily Steffens, yes; and Gary Ziegler, yes.

D. Board Orientation and Training - None

E. Adjournment

Susan Phillips made a motion, seconded by June Ernst to adjourn the meeting at 8:36 p.m.

The next regular board meeting will be held at Jackson on Thursday, November 30, 2017 at 7:00 p.m.

Respectfully submitted,

Roberta Brown
Recording Secretary

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