

**The Riverside Regional Library  
Board of Trustees Meeting  
December 8, 2016**

The Riverside Regional Library Board of Trustees conducted a meeting Thursday, December 8, 2016 at Riverside Regional Library, Jackson Library, 1997 E. Jackson Blvd., Jackson, Missouri. Due to lack of a quorum, this was rescheduled from December 1, 2016.

**Call to Order**

The meeting was called to order by President Steve Burk at 7:01 p.m.

**Roll Call**

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

**Open Forum for Visitors**

Visitors present: Jackson Circulation Supervisor, Barbara Arnzen.

**A. Action Items**

A motion was made by Kathy Panagos, seconded by Martha Mangels and approved unanimously to accept the October 23, 2016 minutes.

A motion was made by Randal Friend, seconded by Tom Gross approved unanimously to accept the November 2016 Allowance of Bills and Financial Reports.

**B. Information Items**

**1. Correspondence**

- Received a letter of acceptance from WEX Fleet Fuel Card Program. This enables us to purchase gas exempt from state tax.

## **2. Librarian's Report**

- The library has established a small resource center at the City of Jackson Civic Center. In addition to books there are brochures promoting library resources.
- The Fiscal Year 2015 Missouri Public Library Survey has been submitted.

## **3. Committee Reports - None**

## **4. Unfinished Business - None**

## **5. New Business**

- Use of Unrestricted Funds:
  - A motion was made by Tom Gross, seconded by Mary Kiefer and approved unanimously to pay H&R Alarms for Panic Button installation, etc. Each county will pay for services received for corresponding branches in that county using Unrestricted funds.
  - A motion was made by Martha Mangels, seconded by Tom Gross and approved unanimously to pay Creative Data for the firewall replacement at Jackson from Cape Girardeau County Unrestricted funds.
  - A motion was made by Mary Kiefer, seconded by Susan Phillips and approved unanimously to pay Creative Data for the updating file servers, Symantic set-up, and fax line management at Perryville and Altenburg from Perry County Unrestricted funds.
  - A motion was made by Randal Friend, seconded by Myrna Cheek and approved unanimously to pay Creative Data for the updating file servers, Symantic set-up, and fax line management at Scott City, Benton, and Oran from Scott County Unrestricted funds.

## **6. Old Business**

- The proposed 2017 budget was reviewed and discussed. A motion was made by Kathy Panagos, seconded by Tom Gross and approved unanimously to approve the 2017 Budget as presented. Board President, Steve Burk noted his appreciation for the Budget Committee and their focus to increase employee compensation.
- Alarm systems and cameras are installed.
- Telephone system upgrade quotes have been received from two companies. )Still waiting for the third.)
- Jeff distributed free standing library sample photos to be considered for use at the Jackson Civic Center.

## **C. Executive Session - None**

## **D. Board Orientation and Training - None**

**E. Adjournment**

The January board meeting and holiday dinner party is scheduled for Saturday, January 21, 2017 at the Plaza by Ray's in Cape Girardeau. Casual dress. Doors open at 6:00 p.m. Dinner starts at 6:30 p.m.

Emily Steffens made the motion, seconded by Susan Phillips, to adjourn the meeting at 8:15 p.m.

Respectfully submitted,

Roberta Brown  
Recording Secretary

Approved by the Riverside Regional Library Board of Trustees

Date: \_\_\_\_\_

Presiding Officer: \_\_\_\_\_