

**The Riverside Regional Library
Board of Trustees Meeting
April 23, 2020**

The Riverside Regional Library Board of Trustees conducted a meeting Thursday, April 23, 2020 via ZOOM due to Missouri Governor Parsons stay at home order and no gatherings of more than 10 people.

Call to Order

The meeting was called to order by President Carrie Massey at 7:07 p.m.

Roll Call

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

Open Forum for Visitors – Library staff members from Jackson: Alynda Smithey, Children’s Librarian, Novena Bollinger, Cataloging Assistant Supervisor, and Tyler Fenton, Part-Time Clerk.

A. Action Items

Copies of the proposed Riverside Regional Library Electronic/Telephonic Meetings Policy were sent out prior to the meeting. A motion was made by Martha Mangels, seconded by Dennis Martin, and approved unanimously to accept the Riverside Regional Library Electronic/Telephonic Meetings Policy to read as follows:

One or more Board members may participate in a meeting of the Riverside Regional Library Board of Trustees, or of a Committee of the Board, by means of a conference telephone or similar communications equipment. When Board members participate remotely, accommodations must be made to allow the public to observe or participate in the meeting. All members participating by means of conference telephone or similar communications equipment shall be deemed present at the meeting.

Approval of Minutes

A motion was made by Dennis Martin, seconded by Randal Friend, and approved unanimously to accept the February 2020 minutes noting there was no meeting in March due to Missouri Governor Parsons stay at home order and no gatherings of more than 10 people.

The Personnel Committee also did not meet. The library dinner that was scheduled for Saturday, April 18 was cancelled as well. Typographical and formatting errors will be corrected.

A motion was made by JoAnn Hahs, seconded by, Steve Burk, and approved unanimously to accept the March/April 2020 Allowance of Bills and Financial Reports.

B. Information Items

1. Correspondence

- Jeff indicated that CLOSED notices were sent to area newspapers and posted on the library's webpage and Facebook page.
- Note of thanks from Altenburg branch manager Eunice Schlichting for the flowers in sympathy for her mother.

2. Librarian's Report (Written report)

- COVID-19 Response – As of March 18th in response to all the confirmed cases of COVID-19 in Missouri, Riverside Regional Library made the decision to close all library branches until April 6th. As we continue to monitor the information from public health officials and in response to the continued increase in the number of confirmed cases of COVID-19 in our communities, we made the decision to extend the closure of all branch locations until further notice.
 - No overdue charges during this closure.
 - Extend all checkout periods through May 15th, 2020
 - Set all active borrower cards to have no expiration dates during this period.
 - All pending holds to be frozen so patrons will keep their place when we re-open.
 - All fulltime and part time library staff currently on payroll will continue to be paid at their current rate of pay and for normal scheduled hours of work during this closure.
 - All Riverside Regional Library locations will not be emptying their drop boxes.
- Census 2020 Partnership Perry County Health Department: Riverside Regional Library has signed a Memorandum of Agreement with Perry County Health Department. This agreement is in support and intention to participate in a collaborative effort with the goal of assisting historically hard to reach populations within Perry County complete and submit their census questionnaire.
- State Aid payments 3&4 were received for FY 2020: Cape Girardeau County \$10,031.25; Perry County \$4,742.75; Scott County \$5,570.75. Additionally, Equalization payments 3&4 were received for FY 2020: Scott County \$4,562.46 and Cape Girardeau County \$8,215.63.
- The library's 2020 Revenue Analysis through April 15 was discussed.

3. Committee Reports– Policy Committee - Electronic/Telephonic Meetings Policy.

4. Unfinished Business

- The 2019 Financial Statement Compilation was distributed and reviewed at the February meeting. A motion was made by Steve Burk, seconded by June Ernst, and approved unanimously to accept the 2019 Financial Statement Compilation.
- The 65th Annual Report 2019 was distributed and reviewed at the February meeting. A motion was made by Martha Mangels, seconded by Dennis Martin, and approved unanimously to accept the 2019 Annual Report.
- Library closure COVID-19 – Jeff asked for suggestions to notify the public. Newspapers, radio, library website and Facebook page, etc.

5. New Business

- The cleaning service is doing deep cleaning at all library locations. Special attention is being given to cleaning floors, bathrooms, carpet, kitchens, etc. As public services are starting to return to work, the library needs to develop a re-opening plan. Jeff is sending a draft packet which includes plan scenarios for each stage including entrance into the building, hold pickup, materials handling, checkouts programs, outreach visits, home deliveries, internet access, technology help, materials processing and ordering, shared materials in the library, personnel protective equipment (PPE), cleaning supplies, drop boxes, quarantining items, etc. An emergency meeting will be called for approval. Jeff is ordering a 3-month supply of PPE, and acrylic shields for the circulation desks at all library locations.
 - A motion was made by Janet Randolph, seconded by Myrna Cheek, and approved unanimously to use Scott County unrestricted funds for protective shields and PPE.
 - A motion was made by Martha Mangels, seconded by JoAnn Hahs, and approved unanimously to use Cape Girardeau County unrestricted funds for protective shields and PPE.
 - A motion was made by Dennis Martin, seconded by Jackie Pender, and approved unanimously to use Perry County unrestricted funds for protective shields and PPE.
 - A motion was made by Martha Mangels, seconded by Dennis Martin, and approved unanimously to use unrestricted funds for protective shields and PPE as follows: Cape Girardeau County - \$750.00 for protective shields (6) and \$958.21 for PPE; Perry County - \$625.00 for protective shields (5) and \$479.10 for PPE; Scott County - \$750.00 for protective shields (6) and \$479.10 for PPE.

C. Executive Session

- A motion was made by Steve Burk, seconded by, June Ernst and approved unanimously to go into Executive Session. Roll call was taken to go in to executive session at 8:22 p.m. The vote was: Steve Burk, yes; Myrna Cheek, yes; June Ernst, yes; Randal Friend, yes; Tom Gross, yes; JoAnn Hahs, yes; Martha Mangels, yes; Dennis Martin, yes; Carrie Massey, yes; Jackie Pender, yes; Susan Phillips, yes; and Janet Randolph, yes.

- A motion was made by Dennis Martin, seconded by Janet Randolph and approved unanimously to go out of Executive Session at 8:26 p.m. The vote was: Steve Burk, yes; Myrna Cheek, yes; June Ernst, yes; Randal Friend, yes; Tom Gross, yes; JoAnn Hahs, yes; Martha Mangels, yes; Dennis Martin, yes; Carrie Massey, yes; Jackie Pender, yes; Susan Phillips, yes; and Janet Randolph, yes.

D. Board Orientation and Training– None.

E. Adjournment

Tom Gross thanked everyone for all they are doing, especially during this challenging time. Janet Randolph made a motion, seconded by Susan Phillips and approved unanimously to adjourn the meeting at 8:34 p.m.

The next regular board meeting will be held at Jackson on Thursday, May 28, 2020 at 7:00 p.m. **The Personnel Committee** will meet prior to the May board meeting at 6:00 p.m. Those committee members are: June Ernst, JoAnn Hahs, and Janet Randolph along with Carrie Massey, Kathy Panagos, and Randal Friend.

Respectfully submitted,

Roberta Brown
Recording Secretary

Approved by the Riverside Regional Library Board of Trustees

Date: _____

Presiding Officer: _____