

**The Riverside Regional Library
Board of Trustees Meeting
May 28, 2020**

The Riverside Regional Library Board of Trustees conducted a meeting Thursday, May 28, 2020 via ZOOM.

Call to Order

The meeting was called to order by President Carrie Massey at 7:03 p.m.

Roll Call

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

Open Forum for Visitors – Library staff members from Jackson: Sandy Welker, Circulation Supervisor, Novena Bollinger, Cataloging Assistant Supervisor, and Tyler Fenton, Part-Time Clerk.

A. Action Items

Approval of Minutes

A motion was made by Susan Phillips, seconded by Randal Friend, and approved unanimously to accept the April 2020 minutes.

A motion was made by Tom Gross, seconded by Susan Phillips, and approved unanimously to accept the minutes from the special meeting on May 7, 2020.

A motion was made by Susan Phillips, seconded by, JoAnn Hahs, and approved unanimously to accept the May 2020 Allowance of Bills and Financial Report.

B. Information Items

1. Correspondence

- Jeff shared notices were sent to area newspapers (*Southeast Missourian* and Jackson's *Cash-Book Journal*) about libraries opening with curbside delivery.

2. Librarian's Report (Written report)

- COVID-19 Response – No Contact Curb-Side Delivery.
- LSTA Mini Technology Grant – Windows 10 Computer Upgrade. Replace all 28 library staff and public workstation computers. The first phase is complete replacing 9 old staff workstation HP desktop computers with new HP Desktop ProDesk 400 computers.
- Tax Revenue Comparison 2020 and 2019.
- Curbside delivery statistics.
- Virtual Summer Reading Program.
- No late fees extended through June 15, 2020.
- MALA Statewide Courier Deliveries – Missouri Evergreen: Back up and running with new protocols in place to reduce the risk of virus spread.

3. Committee Reports – June Ernst reported that the Personnel Committee met prior to tonight's board meeting. They propose adding a position for a Public Services Librarian, initially posting the job announcement in house. Jeff shared the job description, rate of pay, and benefits along with the financial impact on the current budget year. A motion was made by June Ernst, seconded by, Martha Mangels, and approved unanimously to add the new position and job description as presented.

4. Unfinished Business

- Bob Schooley with The Ground-A-Bout coffee shop in Jackson is still interested in putting a coffee hut in Jackson building parking lot. Jeff noted that another coffee house, national franchise Scooters, has indicated interest as well. This would not conflict with the parking lot agreement with Wings, Etc. and Jim Maevers. Jeff would like to invite interested parties to our next board meeting. NOTE: At the August 2019 board meeting Tom Gross made a motion, seconded by Susan Phillips and approved unanimously to table the "Coffee Hut" proposal by Bob Schooley with The Ground-A-Bout coffee shop in Jackson until a written proposal is received.
- **Unrestricted Funds** - After discussion a motion was made by Steve Burk, seconded by Gary Ziegler, and approved unanimously to use unrestricted funds for another 3-month supply order of masks and gloves (PPE) totaling \$1,693.68 as follows: Cape Girardeau County - \$846.84; Perry County - \$423.42; Scott County - \$423.42.

5. New Business

- Hoffman Family Fireworks is interested in setting up their tent in the Jackson parking lot again this year. A motion to approve was made by Janet Randolph, seconded by Martha Mangels, and approved unanimously.
- **Website Upgrade Project** – Looking at bids. Met with Element 74, Andy Helle and DSW.

- Copies of the proposed Phase 2 Reopening: Limited Public Services Plan were sent out prior to the meeting. After discussion and amendments, a motion was made by Susan Phillips, seconded by Janet Randolph, and approved with one dissenting vote to accept the amended Phase 2 Reopening: Limited Public Services Plan effective June 1, 2020.

C. Executive Session

- A motion was made by June Ernst, seconded by, Janet Randolph and approved unanimously to go into Executive Session. Roll call was taken to go in to executive session at 8:30 p.m. The vote was: Jill Barber, yes; Steve Burk, yes; Myrna Cheek, yes; June Ernst, yes; Randal Friend, yes; Tom Gross, yes; JoAnn Hahs, yes; Martha Mangels, yes; Carrie Massey, yes; Kathy Panagos, yes; Jackie Pender, yes; Susan Phillips, yes; Janet Randolph, yes; and Gary Ziegler, yes.
- A motion was made by June Ernst, seconded by, Janet Randolph and approved unanimously to go out of Executive Session. Roll call was taken to go in to executive session at 8:40 p.m. The vote was: Jill Barber, yes; Steve Burk, yes; Myrna Cheek, yes; June Ernst, yes; Randal Friend, yes; Tom Gross, yes; JoAnn Hahs, yes; Martha Mangels, yes; Carrie Massey, yes; Kathy Panagos, yes; Jackie Pender, yes; Susan Phillips, yes; Janet Randolph, yes; and Gary Ziegler, yes.

D. Board Orientation and Training– None.

E. Adjournment

Kathy Panagos thanked everyone for all they are doing, and Jeff for his patience especially during this challenging time. Susan Phillips made a motion, seconded by Randal Friend and approved unanimously to adjourn the meeting at 8:42 p.m.

The next regular board meeting will be held on Thursday, June 25, 2020 at 7:00 p.m.

Respectfully submitted,

Roberta Brown
Recording Secretary

<p>Approved by the Riverside Regional Library Board of Trustees</p> <p>Date: _____</p> <p>Presiding Officer: _____</p>
--