

**The Riverside Regional Library  
Board of Trustees Meeting  
June 25, 2020**

The Riverside Regional Library Board of Trustees conducted a meeting Thursday, June 25, 2020 at Riverside Regional Library, Jackson Library, 1997 E. Jackson Blvd., Jackson, Missouri.

**Call to Order**

The meeting was called to order by President Carrie Massey at 7:09 p.m.

**Roll Call**

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

**Open Forum for Visitors** – Bob Schooley and with The Ground-A-Bout coffee shop in Jackson made a presentation and is still interested in putting a coffee hut in Jackson building parking lot.

**A. Action Items**

After discussion, a motion was made by Gary Ziegler, seconded by Martha Mangels, and approved with one dissenting vote to lease a portion of the Jackson building parking lot to the Ground-A-Bout coffee shop.

**Approval of Minutes**

A motion was made by Martha Mangels, seconded by JoAnn Hahs, and approved unanimously to accept the May 2020 minutes.

A motion was made by JoAnn Hahs, seconded by Janet Randolph, and approved unanimously to accept the June 2020 Allowance of Bills and Financial Report.

## **B. Information Items**

### **1. Correspondence**

- Jeff shared newspaper articles to the *Southeast Missourian* about the library's partial reopening and the library's online event, Baby Yoga.

### **2. Librarian's Report (Written report)**

- COVID-19 Response – Phase 2 Limited Service Plan
- CARES Act funds request from Cape Girardeau County has been submitted.
- Last year's summer lunch program was a huge success and will continue again this summer using budgeted funds beginning the week of June 15 at all branch locations. There will be 1,008 meals available.
- Personnel - New part-time clerk at Jackson – Karen Biggs.
- Jeff shared each branch's patron statistics for curbside and limited services.

### **3. Committee Reports – None.**

### **4. Unfinished Business**

- **Gravel repair at Jackson.** Jeff has received bids from Wesbecher Construction to smooth the potholes and lay gravel on the side and back areas of the library and Teen Challenge building. He requested funds be paid from the Cape Girardeau County Building and Improvement account. A motion was made by Tom Gross, seconded by JoAnn Hahs, and approved unanimously for such. Jeff will contact Montgomery Bank.

### **5. New Business**

- **Conflict of Interest Resolution** - A motion was made by Tom Gross, seconded by Myrna Cheek and approved unanimously to renew "A resolution of Riverside Regional Library, Jackson, Missouri, to establish a procedure to disclose potential conflicts of interest and substantial interests for certain officials." This is as stated in Article VII - of the Library Board Code of Ethics in Riverside Regional Library's Policy Manual.
- **"Non-Budgeted Revenues"** - Jeff handed out 2019 financial information so that distribution of 2019 funds under budget can be discussed after the mid-year financial review (audit).
- **Phase 2 Reopening Stage 2: Limited Public Services Plan** – Information was sent prior to the meeting. After review and discussion, a motion was made by Martha Mangels, seconded by JoAnn Hahs, and approved unanimously to accept the plan as presented effective July 6, 2020. It is noted that Oran is continuing curbside services only.

**C. Executive Session**

- A motion was made by Martha Mangels, seconded by, Myrna Cheek 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; Myrna Cheek, yes; Tom Gross, yes; JoAnn Hahs, yes; Martha Mangels, yes; Carrie Massey, yes; Janet Randolph, yes; and Gary Ziegler, yes.
- A motion was made by Myrna Cheek, seconded by, Tom Gross and approved unanimously to go out of Executive Session. Roll call was taken to go in to executive session at 8:43 p.m. The vote was: Jill Barber, yes; Myrna Cheek, yes; Tom Gross, yes; JoAnn Hahs, yes; Martha Mangels, yes; Carrie Massey, yes; Janet Randolph, yes; and Gary Ziegler, yes.
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**D. Board Orientation and Training**– None.

**E. Adjournment**

Martha Mangels made a motion, seconded by Janet Randolph and approved unanimously to adjourn the meeting at 8:44 p.m.

The next regular board meeting will be held at Jackson on Thursday, July 23, 2020 at 7:00 p.m.

Respectfully submitted,

Roberta Brown  
Recording Secretary

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