

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

The Riverside Regional Library Board of Trustees conducted a meeting Thursday, July 23, 2020 at Riverside Regional Library, Jackson Library, 1997 E. Jackson Blvd., Jackson, Missouri.

Call to Order

The meeting was called to order by Vice President Kathy Panagos at 7:08 p.m.

Roll Call

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

Open Forum for Visitors – None.

A. Action Items

Approval of Minutes

A motion was made by Susan Phillips, seconded by Martha Mangels, and approved unanimously to accept the June 2020 minutes.

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

B. Information Items

1. Correspondence

- Jeff shared a newspaper article from the *Southeast Missourian* - Cape Girardeau County Commissioners approve Coronavirus related payments from CARES Act funds.

2. Librarian's Report (Written report)

- Website launched new COVID Risk Level map and COVID suppression guidance.
- Requests will be made for distribution of CARES Act funds from Perry and Scott Counties.
- Personnel – Eileen Fronabarger retiring August 1, 2020 after 27 years of service as Cataloging Department Supervisor. (30 years total)
- Traffic counts at each library are about 50% of the usual number.

3. Committee Reports – None.

4. Unfinished Business

- **Gravel repair at Jackson** is complete.
- **Jackson building** – Tom Ludwig has completed the General Warranty Deed and Resolution. It has been signed by the Riverside Regional Library Board President and Vice President, notarized, and sent to Montgomery Bank for their review.
- **Unrestricted Funds** - After discussion a motion was made by Gary Ziegler, seconded by Tom Gross, and approved unanimously to use Unrestricted Funds for a new sign at Benton. Main Street Signs in Perryville will install and remove the old sign for \$547.82.
- Jeff sent the lease agreement to the Ground-A-Bout.

5. New Business

- **Personnel Committee** – Schedule a meeting to discuss Temporary Personnel Vacation Policy. Those committee members are: June Ernst, JoAnn Hahs, and Janet Randolph along with Kathy Panagos, Jill Barber, and Randal Friend.
- **Reorganization of Library Boards**

Riverside Regional Library Board:

A motion was made by Susan Phillips, seconded by Martha Mangels, and approved unanimously nominate Kathy Panagos as President. A motion was made by Tom Gross, seconded by June Ernst and approved unanimously that nominations cease and elect Kathy Panagos as board President by acclamation.

A motion was made by Tom Gross, seconded by Susan Phillips and approved unanimously nominate Jill Barber as Vice-President.

A motion was made by Martha Mangels, seconded by Susan Phillips and approved unanimously nominate Randal Friend as Treasurer.

President, Kathy Panagos; Vice-President, Jill Barber; Treasurer, Randal Friend.

Each County Board elected new officers for the 2020-21 year. They are:

Cape Girardeau County—President, JoAnn Hahs; Vice-President, Martha Mangels; Treasurer, Tom Gross.

Scott County—President, Gary Ziegler; Vice-President, Janet Randolph; Treasurer, Carrie Massey.

Perry County—President, June Ernst; Vice-President, Jill Barber; Treasurer, Jackie Pender.

- State Aid Application Forms noting the reorganization of library boards were signed.
- **Library Response Plan for positive COVID-19 Diagnosis/Exposure** was distributed and discussed. A motion was made by Martha Mangels, seconded by, JoAnn Hahs and approved unanimously for approval of the plan.
- **Disinfect Library Building COVID-19** – Jeff shared quotes for 6 months of services and noted that misting would require closing one day each month. He will contact area newspapers about the closures. Jeff also requested Unrestricted funds be used and will submit requests for CARES Act reimbursement.
 - A motion was made by Martha Mangels, seconded by, Tom Gross and approved unanimously for \$12,240 from Cape Girardeau County Unrestricted Funds.
 - A motion was made by Susan Phillips, seconded by, June Ernst and approved unanimously for \$1,728 from Perry County Unrestricted Funds noting that the Perry Park Center already does this as part of their lease agreement.
 - A motion was made by Gary Ziegler, seconded by, Susan Phillips and approved unanimously for \$4,831 from Scott County Unrestricted Funds.

C. Executive Session – None.

D. Board Orientation and Training– None.

E. Adjournment

Martha Mangels made a motion, seconded by Susan Phillips and approved unanimously to adjourn the meeting at 8:28 p.m.

The **Personnel Committee** will meet at Jackson at 4:00 p.m. on Tuesday, July 30, 2020 to discuss the Temporary Personnel Vacation Policy. Those committee members are: June Ernst, JoAnn Hahs, and Janet Randolph along with Kathy Panagos, Jill Barber, and Randal Friend.

The next regular board meeting will be held at Jackson on Thursday, August 27, 2020 at 7:00 p.m.

Respectfully submitted,

Roberta Brown
Recording Secretary

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