

**The Riverside Regional Library
Board of Trustees Meeting
August 27, 2020**

The Riverside Regional Library Board of Trustees conducted a meeting Thursday, August 27, 2020 at Riverside Regional Library, Jackson Library, 1997 E. Jackson Blvd., Jackson, Missouri.

Call to Order

The meeting was called to order by President Kathy Panagos at 7:03 p.m.

Roll Call

Board President, Kathy Panagos welcomed new Cape Girardeau County Board member, Andy Meyer.

Members present were: Jill Barber, June Ernst, Randal Friend, Tom Gross, JoAnn Hahs, Martha Mangels, Carrie Massie, Andy Meyer, Kathy Panagos, Jackie Pender, Susan Phillips, Janet Randolph and Gary Ziegler. Members absent: None. Also present were Library Director Jeff Trinkle and Recording Secretary Roberta Brown.

Open Forum for Visitors – None.

Public Hearing – Tax Rate

Susan Phillips made a motion to accept the proposed tax rates with a second by JoAnn Hahs.. The Board approved unanimously the new tax rates set by the State Auditor. They are:

Cape County \$0.0729
Scott County \$0.0954
Perry County \$0.0920

It was noted that there have been no tax increases in 65 years.

A. Action Items

Approval of Minutes

A motion was made by Susan Phillips, seconded by JoAnn Hahs, and approved unanimously to accept the July 2020 minutes.

A motion was made by Susan Phillips, seconded by Martha Mangels, and approved unanimously to accept the August 2020 Allowance of Bills and Financial Report with a correction to the balance of the Vehicle Account to \$13,094.81.

B. Information Items

1. Correspondence

- Jeff shared a newspaper article from the *Perry County Republic-Monitor* – Library Staff Outlines Health Precautions (Perryville).

2. Librarian's Report (Written report)

- Missouri Evergreen Lending Statistics Report – Riverside Regional Library is in the top five for usage in 2019-2020.
- Riverside Regional Library COVID-19 Response Diagnosis/Exposure.
- Requests have been made for distribution of CARES Act funds from Cape Girardeau, Perry, and Scott Counties.
- Missouri Ethics Commission – The library's annual operating budget statement has been filed with the Missouri Ethics Commission (MEC).
- Personnel –
 - Novena Bollinger - Cataloging Department Supervisor (August 1, 2020)
 - Anne Marie Voepel - Part-Time Circulation Clerk at Jackson
 - Carla Grebing – Substitute Clerk at Altenburg

3. Committee Reports – The Personnel Committee met on Thursday, July 30 to discuss Temporary Personnel Vacation Policy.

4. Unfinished Business

- **The Personnel Committee** proposed a Temporary Personnel Vacation Policy for use during the current pandemic situation and shall therefore terminate on December 31, 2020 unless extended by the Riverside Regional Library board. A motion for such was made by Susan Phillips, seconded by Jackie Pender, and approved unanimously.
- The first round of **Disinfect Library Buildings COVID-19** has been completed. Misting requires closing one day each month.
- **Unrestricted Funds** – It was noted that the 6 months of services contracted to disinfect library buildings will end in January 2021 and thus the final month will not be included in the CARES Act reimbursements.

5. New Business

- The Director's Evaluation forms were distributed and need to be completed and turned in to Personnel Committee member, June Ernst by September 10.
- **Committee assignments** were given by Board President, Kathy Panagos.
 - **Long-Range Planning**—Martha Mangels, Susan Phillips and (vacancy).
 - **Personnel**— June Ernst, JoAnn Hahs, Janet Randolph.
 - **Policy & Bylaws**—Tom Gross, Jackie Pender, Jill Barber.
 - **Budget & Finance**— Andy Meyer, Tom Gross, Gary Ziegler
- **The Budget and Finance Committee** – Will meet at Jackson at 6:00 p.m. prior to the September 24 Board meeting.
- **Mid-year audit** – After discussion, Martha Mangels made a motion, with a second by Susan Phillips that the 2020 mid-year audit be approved. The motion passed unanimously.
- **Oran Library** has been using curb-side only services since reopening. Janet Randolph asked that patrons now be allowed to enter the library to check out books and use computers. Starting Tuesday, September 8, the Oran branch library will allow one patron to use a computer (30 minutes) and one patron to check out books with sanitation following each. Jeff will discuss this at the next staff meeting on September 1m 2020.

C. Executive Session

- A motion was made by Janet Randolph, seconded by, Randal Friend and approved unanimously to go into Executive Session. Roll call was taken to go in to executive session at 7:52 p.m. The vote was: Jill Barber, yes; June Ernst, yes; Randal Friend, yes; Tom Gross, yes; JoAnn Hahs, yes; Martha Mangels, yes; Carrie Massey, yes; Andy Meyer, yes; Kathy Panagos, yes; Jackie Pender, yes; Susan Phillips, yes; Janet Randolph, yes; and Gary Ziegler, yes.
- A motion was made by Martha Mangels, seconded by, Susan Phillips and approved unanimously to go out of Executive Session. Roll call was taken to go in to executive session at 8:20 p.m. The vote was: Jill Barber, yes; June Ernst, yes; Randal Friend, yes; Tom Gross, yes; JoAnn Hahs, yes; Martha Mangels, yes; Carrie Massey, yes; Andy Meyer, 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

Susan Phillips made a motion, seconded by Janet Randolph and approved unanimously to adjourn the meeting at 8:22 p.m.

The next regular board meeting which will be held at Jackson on Thursday, September 24, 2019 at 7:00 p.m. **The Budget and Finance Committee** will meet at prior to that at 6:00 p.m. Those committee members are: Andy Meyer, Tom Gross, Gary Ziegler along with, Kathy Panagos, Jill Barber, and Randal Friend.

Respectfully submitted,

Roberta Brown
Recording Secretary

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