

**The Riverside Regional Library
Board of Trustees Meeting
September 24, 2020**

The Riverside Regional Library Board of Trustees conducted a meeting Thursday, September 24, 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 7:08 p.m.

Roll Call

Members present were: Jill Barber, June Ernst, Randal Friend, Tom Gross, JoAnn Hahs, Martha Mangels, Andy Meyer, Kathy Panagos, Jackie Pender, Susan Phillips, and Gary Ziegler. Members absent: Carrie Massie 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 JoAnn Hahs, and approved unanimously to accept the August 2020 minutes noting typographical errors.

A motion was made by Randal Friend, seconded by Susan Phillips, and approved unanimously to accept the September 2020 Allowance of Bills and Financial Report.

B. Information Items

1. Correspondence

- Jeff shared a newspaper articles:
 - *Perry County Republic-Monitor* – Library Card Sign-Up Month. (Public Services Librarian, Eunice Schlichting)
 - *SunTimes News.com* – RRL Participating in the “Globe at Night for Adopt-A-Street” program. (Children’s Librarian, Alynda Smithey).
 - *Southeast Missourian* – Wonder Woman poster created by Jackson patron Traci Rhodes promoting Library Card Sign-Up Month.

2. Librarian's Report (Written report)

- Library Data Base Usage Report 2020.
- LSTA Mini Technology Grant – Windows 10 Computer Upgrade Project is complete.
- Oran Branch Limited Services Plan began September 8.
- Disinfect Library Buildings COVID-19 continues requiring closing one day each month.
- September is Library Card Sign-Up Month.
- Banned Books Week, September 27-October 3. The 2020 theme “Censorship is a Dead End”. During this week the library will spotlight current and historical attempts to censor books in libraries and schools.

3. Committee Reports

- **Budget and Finance Committee** – met prior to tonight's board meeting and will meet again prior to the October 22 board meeting.

4. Unfinished Business

- A revised lease agreement for the Ground-A-Bout was handed out.
- **Unrestricted Funds** – Bids have been received for a website upgrade. CONNECT DIGITAL MARKETING by DSW Signs bid was selected. Discussion by each county resulted in a motion made by Susan Phillips, seconded by Martha Mangels, and approved unanimously to use Unrestricted funds for Phase 1 and Phase 2 of the website upgrade as submitted as follows: \$5,400.00 from Cape Girardeau County, \$2,700.00 from Perry County, and \$2,700.00 from Scott County for a total of \$10,800.00.

5. New Business

- Jeff distributed financial documents from the auditor's 2019 Year End Financial Compilation and asked that money overages be moved to each county's Unrestricted accounts and/or Building & Improvement Fund.
 - A motion was made by Martha Mangels, seconded by JoAnn Hahs and approved unanimously to distribute Cape Girardeau County money overages of \$187,748.00 as follows:
 - \$32,543.00 into the Unrestricted account
 - \$97,914.00 into a Building & Improvement CD
 - \$57,291.00 (the remaining amount) be left of in the depository account.
 - A motion was made by Randal Friend, seconded by Gary Ziegler and approved unanimously to distribute Scott County money overages of \$22,263.00 as follows:
 - \$11,131.50 into the Unrestricted account
 - \$11,131.50 into a Building & Improvement CD
 - A motion was made by June Ernst, seconded by Susan Phillips and approved unanimously to move \$49,980.00 (the full amount) of Perry County money overages into the Unrestricted account.

- A motion was made by JoAnn Hahs, seconded by Susan Phillips and approved unanimously to accept each county's motions as presented.
- COVID-19 Risk Levels – Jeff asked to extend the mask mandate include patrons at all library branches. Discussion by each county resulted in the following:
 - A motion made by June Ernst, seconded by Susan Phillips, and approved unanimously to leave the current mask mandate in place. (Only Perry County staff are required to wear masks.)
 - A motion was made by Gary Ziegler, seconded by Randal Friend and approved unanimously to accept the proposed mandate. (Scott County staff and patrons are required to wear masks.)
 - Cape Girardeau County is currently under a county-wide mask mandate. (Staff and patrons are already required to wear masks.)
 - A motion was made by Martha Mangels, seconded by Susan Phillips and approved unanimously to accept each county's motions as presented.

C. Executive Session

- A motion was made by June Ernst, seconded by, Susan Phillips and approved unanimously to go into Executive Session. Roll call was taken to go in to executive session at 8:36 p.m. The vote was: Jill Barber, yes; June Ernst, yes; Randal Friend, yes; Tom Gross, yes; JoAnn Hahs, yes; Martha Mangels, yes; Andy Meyer, yes; Kathy Panagos, yes; Jackie Pender, yes; Susan Phillips, yes; and Gary Ziegler, yes.
- A motion was made by Susan Phillips, seconded by June Ernst, and approved unanimously to go out of Executive Session. Roll call was taken to go in to executive session at 8:45 p.m. The vote was: Jill Barber, yes; June Ernst, yes; Randal Friend, yes; Tom Gross, yes; JoAnn Hahs, yes; Martha Mangels, yes; Andy Meyer, yes; Kathy Panagos, yes; Jackie Pender, yes; Susan Phillips, yes; and Gary Ziegler, yes.

D. Board Orientation and Training– None

E. Adjournment

Martha Mangels made a motion, seconded by Tom Gross and approved unanimously to adjourn the meeting at 8:47 p.m.

The next regular board meeting will be held at Jackson on Thursday, October 22, 2020 at 7:00 p.m. **The Budget and Finance Committee** will meet at prior to that at 6:30 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: _____