

**The Riverside Regional Library
Board of Trustees Meeting
January 28, 2021**

The Riverside Regional Library Board of Trustees conducted a meeting Thursday, January 28, 2021 at Riverside Regional Library, Jackson Library, 1997 E. Jackson Blvd., Jackson, Missouri.

Call to Order

The meeting was called to order by Tom Gross at 7:03 p.m.

Roll Call

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

Open Forum for Visitors

Brian Wessel, contractor with The Ground-A-Bout coffee shop in Jackson discussed the revised lease agreement and progress to date regarding building a coffee hut in the Jackson building parking lot. Due to illness, Bob Schooley was unable to attend.

A. Action Items

Approval of Minutes

A motion was made by Janet Randolph, seconded by JoAnn Hahs, and approved unanimously to accept the December 2020 minutes.

A motion was made by Andy Meyer, seconded by Carrie Massey, and approved unanimously to accept the December 2020 Allowance of Bills and Financial Report.

Janet Randolph expressed congratulations to the Budget Committee for expenditures coming in under budget.

B. Information Items

1. Correspondence - KFVS TV12 news releases and articles in the *Southeast Missourian* newspaper regarding the new revised hours of service and the free lunch program. Jeff expressed appreciation to Eunice Schlichting, Public Services Librarian for those press releases.

2. Librarian's Report (Written report)

- The 2021 Summer Reading Grant was granted in the full amount of \$8,000. These are LSTA federal funds from the Institute of Museum and Library Services, filtered through the Missouri State Library in the Missouri Secretary of State's Office. Congratulations to Children's Librarian Alynda Smithey!
- Disbursement receipt of \$26,608.66 from Procter & Gamble PILOT Program for 2020 (Payment in Lieu of Taxes).
- Received our 2021 commercial insurance renewal with The Cincinnati Insurance Company. Jeff reviewed the breakdown of coverages.

3. Committee Reports

Janet Randolph reported that the Personnel Committee met before tonight's meeting to review applications of candidates for the Office Manager/Bookkeeper position. Roberta Brown has announced her plans to retire and move closer to family.

4. Unfinished Business

- Copies of the revised lease agreement for the Ground-A-Bout, submitted by contractor Brian Wessel, were distributed and discussed.
- **Unrestricted Funds**
 - Checks from Unrestricted Funds were signed for the lunches totaling \$4,925.65 as follows: Cape Girardeau County \$2,462.83; Perry County \$1,231.41; and Scott County \$1,231.41.
 - Website upgrade – Alynda Smithey and Eunice Schlichting have been working on the test site.

5. New Business

- Jeff completed a COVID-19 business vaccination form from the Missouri Department of Health and Senior Services asking them, "In which category to Public Libraries fall?" They did not respond with a specific designation.
- Discussion about where public libraries fall in the vaccination change priority letter. Currently at Phase 1B – Tier 2. The next phase will be Phase 1B – Tier 3 which includes government employees and educators. Library staff should fall in this category. The vaccination is not mandatory.
- Letter of engagement for the 2020 year-end and 2021 mid-year financial review was received from Jerry Huskey, CPA.

C. Executive Session

- A motion was made by Martha Mangels, seconded by, June Ernst and approved unanimously to go into Executive Session. Roll call was taken to go in to executive session at 7:51 p.m. The vote was: Jill Barber, yes; June Ernst, yes; Tom Gross, yes; JoAnn Hahs, yes; Martha Mangels, yes; Carrie Massey, yes; Andy Meyer, yes; Janet Randolph, yes; and Gary Ziegler, yes.
- A motion was made by Martha Mangels, seconded by, June Ernst and approved unanimously to go out of Executive Session. Roll call was taken to go in to executive session at 8:22 p.m. The vote was: Jill Barber, yes; June Ernst, yes; Tom Gross, yes; JoAnn Hahs, yes; Martha Mangels, yes; Carrie Massey, yes; Andy Meyer, yes; Janet Randolph, yes; and Gary Ziegler, yes.

D. Board Orientation and Training– None

E. Adjournment

Janet Randolph made a motion, seconded by Martha Mangels and approved unanimously to adjourn the meeting at 8:23 p.m.

The next board meeting will be held at Jackson on Thursday, February 25, 2021 at 7:00 p.m.

Respectfully submitted,

Roberta Brown
Recording Secretary

Approved by the Riverside Regional Library Board of Trustees

Date: _____

Presiding Officer: _____