

**The Riverside Regional Library
Board of Trustees Meeting
December 3, 2020**

The Riverside Regional Library Board of Trustees conducted a meeting Thursday, December 3, 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

Board President, Kathy Panagos welcomed new Perry County Board member, Chris Hurst.

Members present were: Jill Barber, June Ernst, Randal Friend, Tom Gross, JoAnn Hahs, Chris Hurst, Martha Mangels, Carrie Massie, Andy Meyer, Kathy Panagos, Susan Phillips, and Janet Randolph. Members absent: Jackie Pender, and Gary Ziegler. 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 JoAnn Hahs, seconded by Susan Phillips, and approved unanimously to accept the October 2020 minutes.

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

B. Information Items

1. Correspondence - None.

2. Librarian's Report (Written report)

- State Aid payments 1&2 were received for FY 2021: Cape Girardeau County \$10,031.25; Perry County \$4,742.75; Scott County \$5,570.75. Additionally, Equalization payments 1&2 were received for FY 2021: Scott County \$7,452.31.
- Athletes & Entertainers Tax payments 1&2 were received for FY 2020: \$43,360.86.
- The final payment of \$8,874.00 has been received from LSTA 2020 Mini Technology Grant.
- Missouri Ethics Commission (MEC) Annual Personal Financial Disclosure (PFD) Statement: annual filers list has been confirmed with the MEC.
- E-Verify Affidavit of Work Authorization Annual Renewal Document has been filed.

3. Committee Reports - None.

4. Unfinished Business

- Copies of the project site plan for the Ground-A-Bout, submitted by contractor Brian Wessel, were distributed and discussed.
- **Unrestricted Funds**
 - Director Jeff Trinkle reported that the lunches are on order and will cost \$4,925.65 with payment from Unrestricted accounts as follows: Cape Girardeau County \$2,462.83; Perry County \$1,231.41; and Scott County \$1,231.41.
 - Website upgrade - CONNECT DIGITAL MARKETING by DSW Signs first payment has been made. We will test the website before going live.

5. New Business

- COVID-19 positivity rates have increased in all counties.
- Holiday hours of operation – Christmas & New Year's.
 - Jeff asked to close all locations between Christmas and New Year's Day holidays. After discussion, Carrie Massey made a motion, seconded by Tom Gross and approved unanimously to close all library locations December 26, 27, 29, 30, 2020 and January 2, 2021 in addition to Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.
- Revised hours of operation - After discussion, Andy Meyer made a motion, seconded by Susan Phillips and approved unanimously that beginning Monday, December 14, 2020, all branches stay open until 6:00 p.m. weekdays, and to authorize Jeff to adjust opening hours accordingly to allow for cleaning and disinfecting.

C. Executive Session

- A motion was made by Martha Mangels, seconded by, Janet Randolph and approved unanimously to go into 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; Chris Hurst, yes; Martha Mangels, yes; Carrie Massey, yes; Andy Meyer, yes; Kathy Panagos, yes; Susan Phillips, yes; and Janet Randolph, 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 8:29 p.m. The vote was: Jill Barber, yes; June Ernst, yes; Randal Friend, yes; Tom Gross, yes; JoAnn Hahs, yes; Chris Hurst, yes; Martha Mangels, yes; Carrie Massey, yes; Andy Meyer, yes; Kathy Panagos, yes; Susan Phillips, yes; and Janet Randolph, yes.

D. Board Orientation and Training– None

E. Adjournment

Susan Phillips made a motion, seconded by June Ernst and approved unanimously to adjourn the meeting at 8:30 p.m.

The next board meeting will be held at Jackson on Thursday, January 28, 2021 at 7:00 p.m.

Respectfully submitted,

Roberta Brown
Recording Secretary

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