

**The Riverside Regional Library
Board of Trustees Meeting
August 26, 2021**

The Riverside Regional Library Board of Trustees conducted a meeting Thursday, August 26, 2021 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 7:00 p.m.

Roll Call

Members present were: Lana Amzen, Jack Baker, June Ernst, Tom Gross, JoAnn Hahs, Chris Hurst, Martha Mangels, Andy Meyer, Sherry Mitchem, Kathy Panagos, Jackie Pender, Deborah Wideman and Gary Ziegler. Members absent: Amanda Layton and Carrie Massey. Also present were Library Director Jeff Trinkle and Recording Secretary Alea Belmas.

Open Forum for Visitors – None.

- **Action Items**

- Approval of Minutes**

- A motion was made by JoAnn Hahs, seconded by June Ernst, and approved unanimously to accept the July 2021 minutes.

- A motion was made by Martha Mangels, seconded by Gary Ziegler, and approved unanimously to accept the July 2021 Allowance of Bills and Financial Report.

B. Information Items

- 1. Correspondence**

- No correspondence to report.

- 2. Librarian's Report (Written report)**

- The Missouri Evergreen Executive Committee is looking into methods to ensure fair billing practices.
 - On October 1, 2021, the federal government will begin transitioning to an UEI (Unique Entity Identifier) and discontinue issuing/using DUNS numbers (Data Universal Numbering System). By April of 2022 all libraries are required to have the new UEI in order to be eligible to receive IMLS grants.
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3. Committee Reports – None.

4. Unfinished Business

- **Unrestricted Funds** – After discussion about using unrestricted funds to pay for the busted sprinkler nozzle & emergency call outs to Dutch Enterprises and Premier Fire & Security, a motion was made by Martha Mangels, seconded by Tom Gross, to table this discussion until we receive the invoices.
- Last month we distributed financial documents from the auditor's 2020 Year End Financial Compilation and asked that money overages be moved to each county's Unrestricted accounts and/or Building & Improvement Fund.
 - Scott County's Gary Zieger made a motion, seconded by Lana Arnzen, and approved unanimously to distribute money overages of \$72,229.00 as follows:
 - \$18,057.25 into the Unrestricted account
 - \$36,114.50 into a Building & Improvement CD
 - \$18,057.25 (the remaining amount) to be left in the depository account
 - Cape Girardeau County's JoAnn Hahs made a motion, seconded by Martha Mangels, and approved unanimously to distribute money overages of \$90,236.00 as follows:
 - \$45,118.00 into the Unrestricted account
 - \$45,118.00 (the remaining amount) to be left in the depository account
 - Perry County's Chris Hurst made a motion, seconded by June Ernst, and approved unanimously to hold off on distributing money overages of \$108,753.00 until they receive further information on their CD renewal date and rate.
- Phase 3 Reopening – Positivity rates are still going up. A motion was made by Tom Gross, seconded by June Ernst and approved unanimously to table this discussion for another month.

5. New Business

- A review of the 2021 mid-year audit shows that we are doing good staying within budget. Board members will take them home and look them over.
- The Director's Evaluation forms were distributed and need to be completed and turned in to Personnel Committee member, Gary Ziegler by September 10.
- **Committee assignments** were given by Board President, Kathy Panagos.
 - **Long-Range Planning**—Martha Mangels, Sherry Mitchem, Deborah Wideman
 - **Personnel**—JoAnn Hahs, Gary Ziegler, June Ernst
 - **Policy & Bylaws**—Tom Gross, Jackie Pender, Amanda Layton
 - **Budget & Finance**—Andy Meyer, Tom Gross, Lana Arnzen, Chris Hurst
- **The Budget and Finance Committee** – Will meet at Jackson at 6:00 p.m. prior to the September 23 Board meeting.
- Montgomery Bank has a DDM program for additional insurance on our funds if the bank should fail. This is a group of banks that would provide additional insurance above the normal amount. A representative from Montgomery Bank will come to the next meeting to discuss our options and see if we are interested.

C. Executive Session –

- A motion was made by Tom Gross, seconded by Jack Baker and approved unanimously to go into Executive Session. Roll call was taken to go in to executive session at 8:06 p.m. The vote was: Lana Arnzen, yes; Jack Baker, yes; June Ernst, yes; Tom Gross, yes; JoAnn Hahs, yes; Chris Hurst, yes; Martha Mangels, yes; Andy Meyer, yes; Sherry Mitchem, yes; Kathy Panagos, yes; Jackie Pender, yes; Deborah Wideman, yes; and Gary Ziegler, yes.
- A motion was made by Martha Mangels, seconded by Tom Gross and approved unanimously to go out of Executive Session at 8:24 p.m. The vote was: Lana Arnzen, yes; Jack Baker, yes; June Ernst, yes; Tom Gross, yes; JoAnn Hahs, yes; Chris Hurst, yes; Martha Mangels, yes; Andy Meyer, yes; Sherry Mitchem, yes; Kathy Panagos, yes; Jackie Pender, yes; Deborah Wideman, yes; and Gary Ziegler, yes.

D. Board Orientation and Training– None.

E. Adjournment

Martha Mangels made a motion, seconded by JoAnn Hahs and approved unanimously to adjourn the meeting at 8:25 p.m.

The next regular board meeting will be held at Jackson on Thursday, September 23, 2021 at 7:00 p.m, with the board and finance committee meeting at 6:00 p.m.

Respectfully submitted,



Alea Belmas
Recording Secretary

Approved by the Riverside Regional Library Board of Trustees

Date: 9-23-2021

Presiding Officer: Kathy Panagos