

MINUTES

The Budget/Personnel Committee of the Board of Trustees of the St. Joseph Public Library met on June 22, 2020 at 4:45 p.m. via Zoom with the meeting livestreamed on YouTube. Committee members in attendance were Rosetta Ballew-Jennings, chair, Alison Schieber, and Ingrid Woodbury. Kyla Ward was absent. Mike Cadden, Elizabeth Latosi-Sawin, and Sharon Wasson were present from the Board of Trustees. Mary Beth Revels was present from the staff. No one was present from the media.

Ms. Ballew-Jennings called the meeting to order and the roll call was taken.

Under approval of the minutes, **Ms. Schieber moved, Ms. Woodbury seconded to approve the minutes of the May 26, 2020 meeting as presented. All Committee members in attendance voted "yes." The motion carried.**

Under old business, Ms. Ballew-Jennings stated the 2020-2021 budget would be discussed in detail during the regular Board meeting and asked if there were any questions. Ms. Revels answered a few questions regarding line items and the format of the budget.

Ms. Ballew-Jennings presented the expense and revenue comparison tables. The library is on track with previous years in terms of revenues and expenses to date.

There was no other old business.

Under new business, Ms. Ballew-Jennings suggested the financial reports and May Adjusting Journal entries, both submitted by Liechti, Franken & Young, LLC, be presented in the full Board meeting due to time constraints. **Ms. Schieber moved and Ms. Woodbury seconded to move the discussion of the financial reports and journal entries to the full Board meeting. All Committee members in attendance voted "yes." The motion carried.**

There was no other new business.

The next meeting of the Budget/Personnel Committee is scheduled for Monday, July 27, 2020, at 4:45 p.m.

There being no further business, **Ms. Woodbury moved and Ms. Schieber seconded to adjourn the meeting. Motion carried.**

Elizabeth Latosi-Sawin
Secretary

ST. JOSEPH PUBLIC LIBRARY
Meeting of the Board of Trustees
June 22, 2020, 5:00 p.m., Zoom/YouTube

CITY CLERK
2020 JUN 29 PM 1:44

MINUTES

The Board of Trustees of the St. Joseph Public Library met on June 22, 2020 at 5:00 p.m. via Zoom with the meeting livestreamed on YouTube. Board members in attendance were Rosetta Ballew-Jennings, Mike Cadden, Brian Kirk, Elizabeth Latosi-Sawin, Alison Schieber, Sharon Wasson, and Ingrid Woodbury. Kyla Ward was absent. Mary Beth Revels was present from the staff. No one was present from the media.

President Ingrid Woodbury welcomed all in attendance, called the meeting to order, and the roll call was taken.

Under approval of the minutes, **Ms. Wasson moved and Dr. Cadden seconded to approve the minutes of the May 26, 2020 meeting of the Board of Trustees, as presented. All Board members in attendance voted "yes." Motion carried.**

Under approval of monthly expenditures, **Dr. Cadden moved, Ms. Ballew-Jennings seconded, to approve checks #32088 through #32140 and May electronic withdrawals and direct deposits. All Board members in attendance voted "yes." Motion carried.**

Ms. Ballew-Jennings presented the financial reports for the month of May prepared by Liechti, Franken & Young, LLC. She and Ms. Revels met with the accountant the previous week. There were no concerns noted and the library expects to end the year within budget. **Ms. Ballew-Jennings moved and Ms. Schieber seconded to accept the financial reports prepared by the office of Liechti, Franken & Young, LLC. All Board members in attendance voted "yes." Motion carried.**

Ms. Ballew-Jennings presented the May Journal Entries prepared by Liechti, Franken & Young, LLC. **Ms. Wasson moved and Rev. Kirk seconded to approve the adjusting journal entries prepared by the office of Liechti, Franken & Young, LLC. All Board members in attendance voted "yes." Motion carried.**

Ms. Revels presented the 2020-2021 Budget for approval. Discussion ensued and Ms. Revels answered several questions. **Ms. Schieber moved and Ms. Wasson seconded to approve 2020-2021 Budget as presented. All Board members in attendance voted "yes." Motion carried.**

There were no other financial issues.

Under the report of the Director, Ms. Revels reported that the library reopened to the public on June 15 and things have gone smoothly. All branches are opened limited hours and contactless service is still available. Patrons are asked but not required to wear a mask and time in the library is limited to 30 minutes unless a patron has an appointment for a longer computer session at the Downtown Library.

Under old business, Ms. Revels reported on the construction project at the East Hills Library. As part of the project the grass between the library and sidewalk on the north side of the building is being replaced with rock to help with water drainage. She shared that the front

steps at the Carnegie Library need to be repaired and staff have had a problem finding a mason. Ms. Ballew-Jennings reported she has a contact for a mason who has experience with historic buildings. Anthony Prawitz is repairing the guttering at the Washington Park Library and an interior wall also needs repairing once the gutter is completed.

There was no other old business.

There was no new business.

There was no public comment.

The next meeting of the Board of Trustees will be Monday, July 27, 2020 at 5:00 p.m.

There being no further business, **Dr. Latosi-Sawin moved, Rev. Kirk seconded to adjourn the meeting. Motion carried.**

Elizabeth Latosi-Sawin
Secretary