

**ST. JOSEPH PUBLIC LIBRARY**  
Budget/Personnel Committee Meeting  
July 27, 2020, 4:45 p.m., Downtown Library/Zoom

CITY CLERK

**MINUTES**

2020 JUL 29 PM 1:26

The Budget/Personnel Committee of the Board of Trustees of the St. Joseph Public Library met on July 27, 2020 at 4:45 p.m. via Zoom with the meeting available for viewing at the Downtown Library. Committee members in attendance were Rosetta Ballew-Jennings, chair, Alison Schieber, Kyla Ward, and Ingrid Woodbury. Mike Cadden and Sharon Wasson were present from the Board of Trustees. Mary Beth Revels was present from the staff. No one was present from the public or media.

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

Under approval of the minutes, **Ms. Schieber moved, Ms. Ward seconded to approve the minutes of the June 22, 2020 meeting as presented. All Committee members in attendance voted “yes.” The motion carried.**

Under old business, Ms. Ballew-Jennings announced that all Board members should have received the final version of the 2020-2021 Budget in their meeting packet. She presented the expense and revenue comparison tables that showed at fiscal year end the library was slightly under budget for expenses and slightly over budget for revenue.

There was no other old business.

Under new business, Ms. Ballew-Jennings presented the financial reports submitted by Liechti, Franken & Young, LLC. She and Ms. Revels met with an accountant the week before. Ms. Revels did not budget for capital expenses in the 2020-2021 year and based on the conversation with the accountant that may need to be revisited later. **Ms. Woodbury moved and Ms. Ward seconded to recommend to the full Board the approval of the financial reports prepared by the office of Liechti, Franken & Young, LLC. All Committee members in attendance voted “yes.” The motion carried.**

Ms. Ballew-Jennings presented the June Adjusting Journal Entries submitted by Liechti, Franken & Young, LLC. **Ms. Ward moved and Ms. Woodbury seconded to recommend to the full Board the approval of the adjusting journal entries submitted by the office of Liechti, Franken & Young, LLC. 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, August 24, 2020, at 4:45 p.m.

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

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Mary Beth Revels  
Secretary Pro Tempore

**ST. JOSEPH PUBLIC LIBRARY**  
Meeting of the Board of Trustees  
July 27, 2020, 5:00 p.m., Downtown Library/Zoom

CITY CLERK  
2020 JUL 29 PM 1:26

**ANNUAL MEETING**

**MINUTES**

The annual meeting of the St. Joseph Public Library Board of Trustees was held on July 27, 2020 at 5:00 p.m. via Zoom with the meeting available for viewing at the Downtown Library. Board members in attendance were Rosetta Ballew-Jennings, Mike Cadden, Brian Kirk, Alison Schieber, Kyla Ward, Sharon Wasson, and Ingrid Woodbury. Elizabeth Latosi-Sawin was absent. Jen Wildhagen and Mary Beth Revels were present from the staff. No one was present from the media or public.

Ms. Woodbury called the meeting to order and the roll call was taken.

Under approval of the minutes, **Ms. Ward moved and Ms. Schieber seconded to approve the minutes of the July 23, 2019 annual meeting. All Board members in attendance voted “yes.” The motion carried.**

Ms. Ward presented the slate of officers for the 2019-2020 fiscal year:

Mike Cadden	-	President
Kyla Ward	-	Vice President
Sharon Wasson	-	Secretary
Rosetta Ballew-Jennings	-	Treasurer

Ms. Ward asked for nominations from the floor. There were none.

**Ms. Ward moved that it was the recommendation of the Nominating Committee that the nominative ballot become the elective ballot and that the Secretary be instructed to cast the vote in favor of the entire ballot. All Board members in attendance voted “yes.” The motion carried.**

There being no further business, **Ms. Schieber moved and Rev. Kirk seconded to adjourn the meeting. All Board members in attendance voted “yes.” The motion carried.**

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Sharon Wasson  
Secretary

**ST. JOSEPH PUBLIC LIBRARY**  
Meeting of the Board of Trustees  
July 27, 2020, 5:00 p.m., Downtown Library/Zoom

CITY CLERK

2020 JUL 29 PM 1:26

**MINUTES**

The Board of Trustees of the St. Joseph Public Library met on July 27, 2020 at 5:05 p.m. via Zoom with the meeting available for viewing at the Downtown Library. Board members in attendance were Rosetta Ballew-Jennings, Mike Cadden, Brian Kirk, Alison Schieber, Kyla Ward, Sharon Wasson, and Ingrid Woodbury. Elizabeth Latosi-Sawin, was absent. Jen Wildhagen and Mary Beth Revels were present from the staff. No one was present from the public or media.

President Mike Cadden thanked Ms. Woodbury for her excellent service as President, welcomed all in attendance, called the meeting to order, and the roll call was taken.

Dr. Cadden opened a public hearing regarding the library's proposed tax rate. There was no public comment and the public hearing was closed.

Under approval of the minutes, **Ms. Woodbury moved and Rev. Kirk seconded to approve the minutes of the June 22, 2020 meeting of the Board of Trustees, as presented. All Board members in attendance voted "yes." Motion carried.**

**Ms. Wasson moved and Ms. Ward seconded to approve the minutes of the July 14, 2020 meeting of the Board of Trustees, as presented. All Board members in attendance voted "yes." Motion carried.**

Under approval of monthly expenditures, **Ms. Woodbury moved, Ms. Ballew-Jennings seconded, to approve checks #32141 through #32210 and June 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 June 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 ended the year within budget. **Ms. Ballew-Jennings moved that it was the recommendation of the Budget/Personnel Committee 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 June Journal Entries prepared by Liechti, Franken & Young, LLC. **Ms. Ballew-Jennings moved that it was the recommendation of the Budget/Personnel Committee to approve the adjusting journal entries prepared by the office of Liechti, Franken & Young, LLC. 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's transition on July 1 to paid time off from sick and vacation leave went smoothly. The library began offering an Employee Assistance Program on July 1. During the fiscal year that ended on June 30, physical books had the highest circulation, followed by electronic materials, and then DVDs. Deloris

Foster created a list of all the programs provided at the library during the fiscal year and that was included in the Board packet.

Under old business, Ms. Revels reported on the construction project at the East Hills Library. She reported that the Carnegie Library lower level flooded recently due to heavy rainfall. No books were damaged and library staff was able to remove the water and dry the carpet with high powered fans. She was asked to explore how to fix an exterior drain so that flooding does not reoccur.

There was no other old business.

Under new business, the tax rate for the year was discussed. **Rev. Kirk moved, Ms. Schieber seconded that the tax rate be set at \$0.4158 per \$100 of assessed valuation. All Board members in attendance voted “yes.” The motion carried.**

Ms. Revels presented an edited version of the “Sick Leave Bank” and additional edits were suggested. **Ms. Woodbury moved, Ms. Ward seconded to approve the “Sick Leave Bank” as edited. All Board members in attendance voted “yes.” The motion carried.**

Ms. Revels presented an edited version of “Reopening Plan and Procedures” and additional edits were suggested. **Ms. Ward moved, Ms. Woodbury seconded to approve the “Reopening Plan and Procedures” as edited. All Board members in attendance voted “yes.” The motion carried.**

Under appointments to the Library Board, **Ms. Woodbury moved and Ms. Wasson seconded to appoint Mike Cadden and Rosie Ballew-Jennings to the Board for one year terms. All Board members in attendance voted “yes.” The motion carried.**

There was no public comment.

The next meeting of the Board of Trustees will be on Monday, August 24, 2020 at 5:00 p.m. The Board will continue to meet via Zoom with the meeting available for viewing at the Downtown Library.

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

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Sharon Wasson  
Secretary