

ST. JOSEPH PUBLIC LIBRARY
Budget/Personnel Committee Meeting
August 24, 2020, 4:45 p.m., Downtown Library/Zoom

2020 AUG 26 AM 8:20

MINUTES

The Budget/Personnel Committee of the Board of Trustees of the St. Joseph Public Library met on August 24, 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, Mike Cadden, Kyla Ward, and Ingrid Woodbury. Alison Schieber was absent. Sharon Wasson was 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, **Dr. Cadden moved, Ms. Ward seconded to approve the minutes of the July 27, 2020 meeting as presented. All Committee members in attendance voted "yes." The motion carried.**

Under old business, Ms. Ballew-Jennings presented the expense and revenue comparison tables comparing revenue, expenses, and bank account balances to previous years' balances.

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. As this was the first month of the fiscal year there was not much to report. The accountant's office updated a financial report to reflect the new monthly budget breakdown. **Ms. Ward moved and Dr. Cadden 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 July Adjusting Journal Entries submitted by Liechti, Franken & Young, LLC. **Dr. Cadden moved and Ms. Ward 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, September 28, 2020, at 4:45 p.m.

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

Sharon Wasson
Secretary

City of St. Joseph
2020 AUG 26 AM 8:20

ST. JOSEPH PUBLIC LIBRARY
Meeting of the Board of Trustees
August 24, 2020, 5:00 p.m., Downtown Library/Zoom

MINUTES

The Board of Trustees of the St. Joseph Public Library met on August 24, 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, Hannah Kleopfer, Kyla Ward, Sharon Wasson, and Ingrid Woodbury. Alison Schieber and Elizabeth Latosi-Sawin, were absent. Mary Beth Revels were present from the staff. No one was present from the public or media.

President Mike Cadden welcomed Hannah Kleopfer to the Board, called the meeting to order, and the roll call was taken. All Board members took a moment to share a little bit about themselves.

Under approval of the minutes, Ms. Woodbury pointed out an error. On page two the Library Foundation Board was referred to as the Library Board. **Ms. Ward moved and Ms. Woodbury seconded to approve the minutes of the July 27, 2020 meeting of the Board of Trustees, as corrected. All Board members in attendance voted "yes." Motion carried.**

Under approval of monthly expenditures, **Rev. Kirk moved, Ms. Ward seconded, to approve checks #32211 through #32265. All Board members in attendance voted "yes." Motion carried.**

Ms. Ward moved, Ms. Woodbury seconded, to approve July 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 July prepared by Liechti, Franken & Young, LLC. She and Ms. Revels met with the accountant the previous week and there were no concerns noted. **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 July 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 yearly audit process has begun, the library is now checking out mobile hotspots thanks to grant funding related to the CARES Act, and the library received a reimbursement of over \$6,600.00 for PPE (personal protective equipment) supplies from Buchanan County, also related to the CARES Act. A total of 1,064 people, from babies to adults, signed up and participated in the annual Summer Reading Program that concluded on August 1.

Under old business, Ms. Revels reported on the construction project at the East Hills Library. The statue garden at the East Hills Library was briefly discussed. Ms. Revels received a bid of around \$800 to replant the area. As this has been a very difficult space to get anything to grow Dr. Cadden suggested that the Board hold off on making any decisions about what to do with the statue garden until all Board members have a chance to see it.

There was no other old business.

Under new business, Ms. Revels presented the “Board of Trustees Code of Ethics” for approval. The policy is approved biennially at the request of the Missouri Ethics Commission. **Ms. Woodbury moved, Ms. Ward seconded to approve the “Board of Trustees Code of Ethics” as presented. All Board members in attendance voted “yes.” The motion carried.**

Ms. Revels presented a Reciprocal Borrowing Agreement between the St. Joseph Public Library and Rolling Hills Consolidated Library for approval. The agreement puts into policy what is already the practice between the two library districts. **Ms. Woodbury moved, Rev. Kirk seconded to approve the Reciprocal Borrowing Agreement as presented. All Board members in attendance voted “yes.” The motion carried.**

Under other, Ms. Revels was directed to ask Library Branch Managers to reinstitute the practice of making presentations at Board meetings going forward.

Board members expressed their appreciation for the creative programming library staff are providing during the pandemic.

Dr. Cadden stated Ms. Revels would like to charge out-of-resident fees to anyone who wants a library card but doesn't already pay taxes to support another library district. She hasn't figured out a simple way to implement the policy but plans to come to the Board for approval when she has developed a system.

Dr. Cadden also mentioned a few ideas for spending reserves related to the buildings. He asked other Board members to think of ideas to share at future Board meetings.

There was no public comment.

The next meeting of the Board of Trustees will be Monday, September 28, 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.**

Sharon Wasson
Secretary