

MINUTES

The Budget/Personnel Committee of the Board of Trustees of the St. Joseph Public Library met on September 28, 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, Alison Schieber, and Kyla Ward. Ingrid Woodbury was absent. Elizabeth Latosi-Sawin 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 August 24, 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. There were no concerns noted. **Dr. Cadden 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 August Adjusting Journal Entries submitted by Liechti, Franken & Young, LLC. **Ms. Ward moved and Ms. Schieber 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.**

Ms. Revels reported there is an operations CD from Bank Midwest that matures in mid-October and she would like to cash it in and deposit the funds in the US Bank operations account. **Dr. Cadden moved, Ms. Ward seconded to recommend to the full Board to cash in the Bank Midwest CD when it matures and deposit the funds in the US Bank operations account. All Committee members in attendance voted “yes.” The motion carried.**

Ms. Ballew-Jennings reported there is an account at HNB National Bank that is restricted to the Children’s Department at the Downtown Library and the library would be able to use that to pay Children’s staff late in the calendar year, if needed.

There was no other new business.

The next meeting of the Budget/Personnel Committee is scheduled for Monday, October 26, 2020, at 4:45 p.m.

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

Mary Beth Revels
Secretary Pro Tempore

ST. JOSEPH PUBLIC LIBRARY
Meeting of the Board of Trustees
September 28, 2020, 5:00 p.m., Downtown Library/Zoom

CITY CLERK

2020 OCT 23 AM 8:56

MINUTES

The Board of Trustees of the St. Joseph Public Library met on September 28, 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, Elizabeth Latosi-Sawin, Alison Schieber, Kyla Ward, and Sharon Wasson. Ingrid Woodbury 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 called the meeting to order, welcomed all in attendance, and the roll call was taken.

Under approval of the minutes, **Ms. Wasson moved and Ms. Ward seconded to approve the minutes of the August 24, 2020 meeting of the Board of Trustees as presented. All Board members in attendance voted "yes." Motion carried.**

Under approval of monthly expenditures, **Ms. Ward moved, Dr. Latosi-Sawin seconded, to approve checks #32266 through #32336 and August 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 August prepared by Liechti, Franken & Young, LLC. She and Ms. Revels met with the accountant 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 August 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.**

Ms. Ballew-Jennings reported that a Bank Midwest CD will be maturing in mid-October and Ms. Revels would like to cash it in and deposit the funds in the US Bank operations account. **Ms. Ballew-Jennings moved that it was the recommendation of the Budget/Personnel Committee to cash in the Bank Midwest CD when it matures and deposit the funds in the US Bank operations account. 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 returned to contactless service on September 2. All of the branches are continuing to offer print, fax, and copy services. Both the Downtown and East Hills branches are now offering computer access by appointment. The library is working with the St. Joseph School District to share some of the

library's e-books with students without requiring a library card. The T-Mobile hotspots have been popular with patrons.

Under old business, Ms. Revels reported on elevator inspections at the branches.

Dr. Cadden asked Board members to affirm their unanimous email vote to edit the "Reopening Plans & Procedures." **Ms. Ward moved and Ms. Ballew-Jennings seconded to affirm the email vote and edit the "Reopening Plans & Procedures." All Board members in attendance voted "yes." Motion carried.**

Ms. Revels presented an updated version of the Reciprocal Borrowing Agreement between the St. Joseph Public Library and Rolling Hills Consolidated Library for approval. **Dr. Latosi-Sawin moved, Rev. Kirk seconded to approve the Reciprocal Borrowing Agreement as presented. All Board members in attendance voted "yes." The motion carried.**

There was no other old business.

Under new business, Dr. Cadden presented a draft letter of appreciation for staff. No changes were suggested to the letter and Ms. Revels was instructed to mail a copy of the letter to all employees once Dr. Cadden has signed them.

Jen Wildhagen, Branch Manager of the Downtown Library, discussed virtual programming, the popularity of Take & Make crafts, and the services the branch continues to offer during contactless service including access to a computer and microfilm reader.

Under Board Discussion, Dr. Latosi-Sawin discussed an essay contest being co-sponsored by Persisterhood and the Rolling Hills Library. Ms. Revels was asked to provide the Board with information on how St. Joseph Public Library compares to other libraries in Missouri. She reported there are approximately 150 library districts in the state, seven are considered large, approximately 25 medium, and the rest are small. SJPL is considered a medium-size library. Ms. Revels is working on a document to provide Board members that will answer general questions about the library district.

There was no public comment.

The next meeting of the Board of Trustees will be Monday, October 26, 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, **Dr. Latosi-Sawin moved, Ms. Ward seconded to adjourn the meeting. Motion carried.**

Sharon Wasson
Secretary