

ST. JOSEPH PUBLIC LIBRARY
Budget/Personnel Committee Meeting
October 26, 2020, 4:45 p.m., Downtown Library/Zoom

MINUTES

The Budget/Personnel Committee of the Board of Trustees of the St. Joseph Public Library met on October 26, 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, Kyla Ward, and Ingrid Woodbury. Sharon Wasson and Elizabeth Latosi-Sawin were present from the Board of Trustees. Audrey Sheets and Mary Beth Revels were 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 September 28, 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.

Ms. Revels reported that Dr. Cadden closed out the Bank Midwest CD and the funds will be deposited in the US Bank operations account.

Available operating funds were discussed. The library will receive a large tax deposit around December 10 but risks the possibility of running short in available funds this year prior to that deposit. **Ms. Ward moved, Ms. Woodbury seconded to direct Ms. Revels to pursue a bridge loan with Commerce Bank. All Committee members in attendance voted "yes." The motion carried.**

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. Ballew-Jennings noted that expenses between August and September 2020 increased substantially over the same time period in 2019. Part of the increase was due to capital expenses and there were also three pay periods in September 2020 while that occurred in October in 2019. Ms. Ballew Jennings presented an expense chart for September 2020. The goal is to create the chart monthly so that eventually the expenses will be able to be easily compared year to year. **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 September Adjusting Journal Entries submitted by Liechti, Franken & Young, LLC. **Ms. Ward moved and Dr. Cadden 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. Ballew-Jennings asked Ms. Revels about a few line items that show 75% of the budgeted expense spent: e-content, software support, and workman’s comp insurance. Ms. Revels reported software support and workman’s comp insurance are typically paid in full early in the fiscal year.

There was no other new business.

The next meeting of the Budget/Personnel Committee is scheduled for Monday, November 23, 2020, at 4:45 p.m.

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

Sharon Wasson
Secretary

ST. JOSEPH PUBLIC LIBRARY

Meeting of the Board of Trustees

October 26, 2020, 5:00 p.m., Downtown Library/Zoom

MINUTES

The Board of Trustees of the St. Joseph Public Library met on October 26, 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, Elizabeth Latosi-Sawin, Alison Schieber, Kyla Ward, Sharon Wasson, and Ingrid Woodbury. Brian Kirk and Hannah Kleopfer were absent. Audrey Sheets, 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, **Dr. Latosi-Sawin moved and Ms. Ward seconded to approve the minutes of the September 28, 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. Schieber seconded, to approve checks #32337 through #32410 and September 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 September prepared by Liechti, Franken & Young, LLC. She and Ms. Revels met with the accountant the week before and nothing out of the ordinary was noted. Expenses in September 2020 were significantly higher than in 2019 and the difference is mostly due to personnel expenses. Ms. Revels reported that in addition to higher wages this year, there were also three payrolls in September 2020 and that occurred last year in October. Ms. Revels is contacting Commerce Bank regarding a bridge loan. **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 September 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 continues to provide contactless service. The East Hills and Downtown branches expanded hours to provide library access past 5:00 p.m. at both branches. There are open positions at both the Downtown and East Hills branches that are not planned to be filled until in-person library services return. All of the branches are completing collection projects such as shifting, weeding, and inventory.

Under old business, Ms. Revels reported that the East Hills Library rearranged and expanded the Children's area and work continues on redecorating the Children's Department at the Carnegie Library. Elevator repairs are in process at the Carnegie, East Hills, and Washington Park branches.

Ms. Revels presented a document "Helpful Facts about the Library" that she created to answer general questions about the library district. No changes were suggested. The document will be included in Board of Trustee orientation materials going forward and given to all Board members annually.

There was no other old business.

Under new business, Audrey Sheets, Branch Manager of the Carnegie Library, discussed moving the adult paperback collection from wire racks to shelving and improvements being made to the Children's area.

Under Board Discussion, Ms. Woodbury reminded the Board that Ms. Revels needs an evaluation and several ideas were shared for boosting circulation figures and reminding the community the library is still available for them during the pandemic.

There was no public comment.

The next meeting of the Board of Trustees will be Monday, November 23, 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. Schieber seconded to adjourn the meeting. Motion carried.**

Sharon Wasson
Secretary