

ST. JOSEPH PUBLIC LIBRARY
Budget/Personnel Committee Meeting
November 23, 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 November 23, 2020 at 4:45 p.m. via Zoom with the meeting available for in person viewing at the Downtown Library. Committee members in attendance were Rosetta Ballew-Jennings, chair, Mike Cadden, and Alison Schieber. Kyla Ward and Ingrid Woodbury were absent. Hannah Kleopfer and Elizabeth Latosi-Sawin were present from the Board of Trustees. Karen Schultz 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, **Ms. Schieber moved, Dr. Cadden seconded to approve the minutes of the October 26, 2020 meeting as presented. All Committee members in attendance voted “yes.” The motion carried.**

Under old business, Ms. Ballew-Jennings presented the monthly expense chart and the expense and revenue comparison tables comparing revenue, expenses, and bank account balances to previous years’ balances. Ms. Ballew-Jennings noted the tables and financial reports do not necessarily make a clear picture of available operating funds and the committee will be working over the next few months to make the financial reports more understandable and helpful to Board members.

Ms. Revels reported that after talking to Commerce Bank, and consulting with Ms. Ballew-Jennings and Dr. Cadden, she did not pursue a bridge loan. She has delayed paying some bills while striving to pay local small businesses on time. All bills will be caught up in December.

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. The accountant did not note any irregularities or concerns and the budget is within normal benchmarks. **Dr. Cadden moved and Ms. Schieber 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 October Adjusting Journal Entries submitted by Liechti, Franken & Young, LLC. **Dr. Cadden 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.**

There was no other new business.

2020 NOV 25 PM 2:09

CITY CLERK

The next meeting of the Budget/Personnel Committee is scheduled for Monday, December 28, 2020, at 4:30 p.m.

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

Mary Beth Revels
Secretary Pro Tempore

2020 NOV 25 PM 2:09

ST. JOSEPH PUBLIC LIBRARY
Meeting of the Board of Trustees
November 23, 2020, 5:00 p.m., Downtown Library/Zoom

MINUTES

The Board of Trustees of the St. Joseph Public Library met on November 23, 2020 at 5:05 p.m. via Zoom with the meeting available for viewing in person at the Downtown Library. Board members in attendance were Rosetta Ballew-Jennings, Mike Cadden, Brian Kirk, Hannah Kleopfer, Elizabeth Latosi-Sawin, and Alison Schieber. Kyla Ward, Sharon Wasson, and Ingrid Woodbury were absent. Karen Schultz, Jen Wildhagen, and Mary Beth Revels were present from the staff. Michael Keenan attended from Cochran Head Vick & Co. 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.

Michael Keenan presented the 2019-2020 audit. He reported that the library's financial statements were fairly presented in all material respects, that the auditors did not find any deficiencies related to internal control over financial reporting that were considered to be material weaknesses, and that the library complied in all material respects with the finance-related laws and regulations that govern the operations. Ms. Ballew-Jennings left the meeting during the discussion due to internet connection issues. **Rev. Kirk moved and Ms. Schieber seconded to accept the 2019-2020 audit as presented. All Board members in attendance voted "yes." Motion carried.**

Under approval of the minutes, Dr. Cadden suggested an edit to the October minutes related to the expense discussion. **Ms. Schieber moved and Dr. Latosi-Sawin seconded to approve the minutes of the October 26, 2020 meeting of the Board of Trustees as corrected. All Board members in attendance voted "yes." Motion carried.**

Under approval of monthly expenditures, **Dr. Latosi-Sawin moved, Dr. Kirk seconded, to approve checks #32411 through #32475 and October electronic withdrawals and direct deposits. All Board members in attendance voted "yes." Motion carried.**

Dr. Cadden presented the financial reports for the month of October prepared by Liechti, Franken & Young, LLC. Ms. Ballew-Jennings and Ms. Revels met with the accountant the week before and nothing out of the ordinary was noted by the accountant. **Dr. Cadden 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.**

Dr. Cadden presented the October Journal Entries prepared by Liechti, Franken & Young, LLC. **Dr. Cadden 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 library participated in the drive-thru St. Joseph Trunk or Treat

event and virtual Tiny Tot Town. Jenny Ellis led a webinar *Turning the Page: Successful Book Clubs in the Post Pandemic Era* for the Mid-America Library Alliance.

Under old business, Ms. Revels reported that the sump pump in the elevator shaft at the Carnegie Library has to be replaced. A new sump pump is ready to be installed pending the return of an elevator repair technician.

There was no other old business.

Under new business, Karen Schultz, Branch Manager of the Washington Park Library, shared information about contactless library services, the popularity of Tricky Tuesday-to-Go and ongoing collection projects. There are some socks, gloves, and mittens available for patrons who request the items via contactless service. Dr. Cadden reported he believes items are also available to people at the Open Door Food Kitchen.

Under Board Discussion, Dr. Cadden reported the Budget/Personnel Committee will be discussing whether it is better to consolidate bank accounts or to have accounts in multiple banks in the community. Dr. Latosi-Sawin suggested that library staff or Board members provide a regular feature in the *St. Joseph News-Press* about books available to checkout from the library. Dr. Cadden requested she submit a proposal for discussion. He also directed Ms. Revels to ask the Branch Managers for wish list needs at their branches.

There was no public comment.

The next meeting of the Board of Trustees will be Monday, December 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, **Dr. Latosi-Sawin moved, Rev. Kirk seconded to adjourn the meeting. Motion carried.**

Mary Beth Revels
Secretary Pro Tempore