

MINUTES

The Budget/Personnel Committee of the Board of Trustees of the St. Joseph Public Library met on December 28, 2020 at 4:30 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, Alison Schieber, Kyla Ward, and Ingrid Woodbury. Brian Kirk, Elizabeth Latosi-Sawin, and Sharon Wasson were present from the Board of Trustees. Shirley Blakeney, Misty Snider, Jen Wildhagen, 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. Ward moved, Dr. Cadden seconded to approve the minutes of the November 23, 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, average revenue and expenses per month chart, and the expense and revenue comparison tables.

Ms. Ballew-Jennings led a discussion about the different financial reports and their understandability and helpfulness. Ms. Ballew-Jennings plans to create a cover sheet over the next few months that highlights the most pertinent financial information. She asked Board members to respond to an email that Ms. Revels will send asking for input about which financial report or portion of report is most helpful in understanding library finances.

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 the accountants two weeks ago. Budget figures continue to be within normal benchmarks. **Ms. Ward moved and Ms. Woodbury 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 November Adjusting Journal Entries submitted by Liechti, Franken & Young, LLC. **Ms. Schieber 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.**

Ms. Revels presented an update to the FFCRA & EFMLA Policy that would extend the policy through 12/31/2021. **Dr. Cadden moved and Ms. Woodbury seconded to recommend to the full Board the approval of the FFCRA & EFMLA Policy as presented. All Committee members in attendance voted “yes.” The motion carried.**

The bank account consolidation discussion was postponed until the full Board meeting.

There was no other new business.

The next meeting of the Budget/Personnel Committee is scheduled for Monday, January 25, 2021, at 4:30 p.m.

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

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Mary Beth Revels  
Secretary Pro Tempore

MINUTES

The Board of Trustees of the St. Joseph Public Library met on December 28, 2020 at 5:00 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, Elizabeth Latosi-Sawin, Alison Schieber, Kyla Ward, Sharon Wasson, and Ingrid Woodbury. Hannah Kleopfer was absent. Shirley Blakeney, Misty Snider, Jen Wildhagen, and Mary Beth Revels were present from the staff. Quinn Ritzdorf attended from the *St. Joseph News-Press*. No one was present from the public.

President Mike Cadden called the meeting to order, welcomed all in attendance, and the roll call was taken.

Under approval of the minutes, **Ms. Ward moved and Ms. Woodbury seconded to approve the minutes of the November 23, 2020 meeting of the Board of Trustees as presented. All Board members in attendance voted "yes." Motion carried.**

Under approval of monthly expenditures, **Ms. Ballew-Jennings moved, Ms. Woodbury seconded, to approve checks #32476 through #32490 and November 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 November prepared by Liechti, Franken & Young, LLC. She and Ms. Revels met with the accountants two weeks prior and nothing out of the ordinary was noted. Ms. Woodbury asked about a discrepancy in two of the supplemental reports, one provided by the accountant and the other created by Ms. Ballew-Jennings. Ms. Revels will follow-up with the accountant to resolve the difference in the two reports. **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 November 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.**

Dr. Cadden presented the *FFCRA & EFMLA Policy* update that was discussed in the Budget/Personnel Committee meeting just prior to the Board meeting. There were no questions. **Ms. Woodbury moved and Ms. Wasson seconded to approve the *FFCRA & EFMLA Policy* update as presented. All Board members in attendance voted "yes." Motion carried.**

There were no other financial issues.

Under the report of the Director, Ms. Revels reported on contactless service, library programs, staff day, and staffing at the library.

Under update on Buildings and Grounds Ms. Revels reported the elevators at the Carnegie Library and East Hills Library are scheduled to be re-inspected in January.

There were no reports of committees.

Under old business, Ms. Revels reported that on the suggestion of Dr. Latosi-Sawin, SJPL and RHCL will each submit information monthly to the *St. Joseph News-Press* about materials that can be checked out from their respective libraries. SJPL will be featured the first Saturday and RHCL will be featured the third Saturday of each month.

There was no other old business.

Under new business, Ms. Revels presented a request from the Convention & Visitor's Bureau to reopen the Visitors Center at the East Hills Library for limited services. Discussion ensued and Shirley Blakeney, East Hills Library Branch Manager, spoke in favor of the reopening. **Ms. Woodbury moved and Rev. Kirk seconded to allow the Visitor's Center at the East Hills Library to resume in-person services with the limitations included in their written request. All Board members in attendance voted "yes." Motion passed.**

Misty Snider, Youth Services Manager at the Downtown Library, reported on the upcoming Winter Reading Challenge that is available to all ages and runs from January 1 – 31, 2021. If 500 books are read Jen Wildhagen will get pied on Facebook Live. If 1,000 books are read, Mayor Bill McMurray has agreed to get pied too.

Under Board Discussion, Ms. Ballew-Jennings led a discussion on whether it is better to consolidate bank accounts or have accounts in multiple banks in the community. The discussion was part of a larger plan to make the library's monthly financial reports as understandable as possible. It was decided to continue diversifying library bank accounts in the community for a number of reasons including security and accessibility of funds. The Budget/Personnel Committee is working to improve the financial reports. Ms. Ballew-Jennings plans to develop a summary sheet of the most helpful financial information to be provided monthly, along with all of the other financial reports.

There was no public comment.

The next meeting of the Board of Trustees will be Monday, January 25, 2021 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. Woodbury moved, Ms. Ballew-Jennings seconded to adjourn the meeting. Motion carried.**

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Sharon Wasson  
Secretary