

ST. JOSEPH PUBLIC LIBRARY
Meeting of the Board of Trustees
April 23, 2019 5:00 p.m., East Hills Library

CITY CLERK
2019 APR 29 AM 9:02

MINUTES

The regular monthly meeting of the St. Joseph Public Library Board of Trustees was held on April 23, 2019 at 5:00 p.m. in the East Hills Library. Board members in attendance were Mike Cadden, Dan Mefford, Alison Schieber, Kyla Ward, Sharon Wasson, Brad Weil, and Ingrid Woodbury. Elizabeth Latosi-Sawin and John Welch were absent. Shirley Blakeney, Deloris Foster, Maryann Knorr, and Mary Beth Revels were present from the staff. Aaron Powell was present from the public. No one was present from the media.

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

Under approval of the minutes, **Mr. Mefford moved and Mr. Weil seconded to approve the minutes of the March 26, 2019 meeting of the Board of Trustees, as presented. All Board members in attendance voted “yes.” Motion carried.**

Under approval of monthly expenditures, **Ms. Schieber moved, Ms. Wasson seconded, to approve checks #31150 through #31224, payroll checks #10776 through #10795 and March direct deposits. All Board members in attendance voted “yes.” Motion carried.**

Mr. Mefford presented the financial reports for the month of March prepared by Liechti, Franken & Young, LLC. The library remains within budget overall though there are three payrolls in May and that may cause the library to end the year with expenses higher than budgeted. Revenues are expected to be higher than budgeted. **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.**

Mr. Mefford presented the March Journal Entries prepared by Liechti, Franken & Young, LLC. **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. Revels provided an update on the wage scale review project. She is working with Cynthia Olavarria Kauffman, an HR consultant from the Kansas City area, to develop an RFP for a compensation study. The tentative schedule is to send the RFP on May 1 with the Board making a decision on which firm to contract with at the June 25, 2019 meeting. It is expected the firm will present their final report to the Board at the October 22, 2019 meeting.

There were no other financial issues.

Under the report of the Director, Ms. Revels reported the library was awarded a grant to replace 29 staff and 31 public computers. Mad Science of Kansas City presented a very popular program at the East Hills Library during spring break. The Seed Library at the Downtown Library continues to be popular. The Reference Department created a Google Map available on the library's website that has the geographic coordinates of all of the cemeteries in Buchanan County.

Under reports of Committees, Ms. Revels presented the lawn care bid for approval. Four companies submitted proposals. **Mr. Mefford moved and Dr. Cadden seconded to accept the low bid which was from McCormick Lawn and Snow Removal. All Board members in attendance voted “yes.” Motion carried.**

Under the East Hills Library Guttering and Downspouts bid, three companies submitted proposals. The decision was made to table the decision to verify the pricing on the lowest bid. A decision will be made by email and ratified at the May Board meeting.

Ms. Revels reported that the retaining wall at the East Hills Library was temporarily shored up by Lawhon Construction at a cost of \$8,430.00. A bid will be issued later in the spring or summer to rebuild the wall. The Downtown Library interior wall repair should be completed by June 15.

Under the Materials and Services Committee, Ms. Schieber presented an update to the Policy on Pets and Service Animals. **It was the recommendation of the Materials & Services Committee to approve the “Policy on Pets and Service Animals” as presented. All Board members in attendance voted “yes.” Motion carried.**

Ms. Revels presented Library Mission, Vision, and Value Statements for approval. **It was the recommendation of the Materials & Services Committee to approve the Mission, Vision, and Value Statements as presented. All Board members in attendance voted “yes.” Motion carried.**

Under the director review form, Mr. Mefford requested final approval of the director review forms. **It was the recommendation of the Budget/Personnel Committee to approve the director review forms as presented. All Board members in attendance voted “yes.” Motion carried.**

There was no other old business.

Under new business, the Nominating Committee was discussed. Chair, Brad Weil, asked Ms. Revels to follow-up with Board members whose terms are expiring to determine if they are willing to serve another term. She was also asked to follow-up with Board officers to find out if they are willing to stay in their office for a second year.

Shirley Blakeney, Branch Manager of the East Hills Library, discussed the vending machines at the East Hills Library and the staff time that goes into keeping them operating lucratively.

Ms. Revels presented a request from the St. Joseph Museums to charge a \$10.00 admission fee to non-members of the museum for a program being held at the East Hills Library on September 5, 2019. **Mr. Weil moved and Ms. Schieber seconded that the museum be allowed to ask for donations for attendees at the program, but not charge an admission fee. All Board members in attendance voted “yes.” Motion carried.**

There was no other new business.

There was no public comment.

The next meeting of the Board of Trustees will be Tuesday, May 28, 2019 at 5:00 p.m. at the Washington Park Library.

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

Mary Beth Revels
Secretary Pro-Tempore