

ST. JOSEPH PUBLIC LIBRARY
Budget/Personnel Committee Meeting
January 25, 2021, 4:30 p.m., Zoom/YouTube

CITY CLERK
2021 JAN 28 AM 10:36

MINUTES

The Budget/Personnel Committee of the Board of Trustees of the St. Joseph Public Library met on January 25, 2021 at 4:30 p.m. via Zoom with the meeting streamed live on YouTube. Committee members in attendance were Rosetta Ballew-Jennings, chair, Mike Cadden, Alison Schieber, and Ingrid Woodbury. Kyla Ward 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, **Ms. Schieber moved, Ms. Woodbury seconded to approve the minutes of the December 28, 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 table, and the expense and revenue comparison tables. Dr. Cadden inquired if tax revenue receipts are meeting budget projections. Ms. Revels reported that tax revenue is lower than in previous years so far for December and January but not all of the expected deposits have been received yet. The Buchanan County Collectors office was recently closed for two weeks due to a COVID-19 outbreak. Ms. Revels is not concerned as of yet and the approved budgeted projected less tax revenue as compared to the previous two years.

Ms. Ballew-Jennings continued a discussion about the different financial reports and their understandability and helpfulness. She plans to create a cover sheet over the next few months that highlights the most pertinent financial information. Board members in attendance shared what reports are most helpful to them. Ms. Schieber noted that the amount of financial information provided is intimidating to some members.

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 a week ago. No anomalies were noted. **Ms. Woodbury moved and Dr. Cadden 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 December Adjusting Journal Entries submitted by Liechti, Franken & Young, LLC. **Dr. Cadden moved and Ms. Woodbury 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 led a discussion about incorporating into the regular Board meeting the monthly financial reports presentation and discussion instead of holding a separate Budget/Personnel Committee meeting. **Dr. Cadden moved and Ms. Woodbury seconded to fold monthly financial report presentations and discussion into the monthly Board meeting. All Committee members in attendance voted “yes.” The motion carried.**

Ms. Revels reported five photocopiers are coming off lease in March and she is working on a bid requesting both lease and purchase pricing on new photocopiers. She is leaning toward recommending leasing. Ms. Ballew-Jennings noted Ms. Revels stated in the past she wanted to purchase copiers when the lease was completed. Ms. Revels responded she was hesitant due to the potentially large capital expense but that the Board would make the final decision once the bids are received.

Dr. Cadden reported he would like to hold a closed session at the next meeting in order to discuss Ms. Revels’ performance evaluation.

There was no other new business.

The next meeting of the Budget/Personnel Committee is scheduled for Monday, February 8, 2021, at 4:30 p.m.

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

Mary Beth Revels
Secretary Pro Tempore

MINUTES

The Board of Trustees of the St. Joseph Public Library met on January 25, 2021 at 5:00 p.m. via Zoom with the meeting live streamed on YouTube because the library was closed for winter weather. Board members in attendance were Rosetta Ballew-Jennings, Mike Cadden, Brian Kirk, Elizabeth Latosi-Sawin, Alison Schieber, Sharon Wasson, and Ingrid Woodbury. Hannah Kleopfer and Kyla Ward were absent. Crystal Stuck and Mary Beth Revels were present from the staff. No one was present from the media or public.

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

Under approval of the minutes, **Rev. Kirk moved and Ms. Ballew-Jennings seconded to approve the minutes of the December 28, 2020 meeting of the Board of Trustees as presented. All Board members in attendance voted "yes." Motion carried.**

Under approval of monthly expenditures, Dr. Latosi-Sawin asked for explanations of a few of the checks and about the process of signing checks. Ms. Revels responded to the questions. **Ms. Woodbury moved, Ms. Schieber seconded, to approve checks #32491 through #32554 and December electronic withdrawals and direct deposits. All Board members in attendance voted "yes." Motion carried.**

Ms. Ballew-Jennings presented the financial reports and journal entries for the month of December prepared by Liechti, Franken & Young, LLC. She and Ms. Revels met with the accountants a week ago and nothing out of the ordinary was noted. **Ms. Ballew-Jennings moved that it was the recommendation of the Budget/Personnel Committee to accept the financial reports and December journal entries prepared by the office of Liechti, Franken & Young, LLC. All Board members in attendance voted "yes." Motion carried.**

Ms. Ballew-Jennings reported the Budget/Personnel Committee voted to fold the presentation and discussion of monthly financial reports into the regular monthly Board meeting so the information was not being presented twice. Dr. Cadden stated the Board would vote on the recommendation under New Business.

There were no other financial issues.

Under the report of the Director, Ms. Revels was asked about the upcoming Summer Reading Program and she and Ms. Stuck discussed plans for the program. Ms. Revels reported that she, along with librarians across the state, have been advocating to the Missouri Department of Health to include library employees in COVID-19 Vaccination Phase 1B, Tier 3. To date the efforts have not been successful. From the submitted monthly report she discussed library programming and pointed out pictures showing plaster work repair at the Washington Park Library.

Under update on Buildings and Grounds Ms. Revels reported the elevators at the Carnegie Library and East Hills Library passed inspection. Anthony Prawitz installed a handrail along the sidewalk from the parking area to the elevator entry door on the north side of the Washington

Park Library. Ms. Ballew-Jennings noted the sidewalk is on an incline and often slick and expressed appreciation for the installation.

There were no reports of committees.

There was no old business.

Under new business, Dr. Cadden continued the discussion of forgoing monthly Budget/Personnel Committee meetings and instead presenting and discussing the financial reports only during the monthly Board meeting. **Ms. Woodbury moved and Dr. Latosi-Sawin seconded to fold the presentation and discussion of monthly financial reports into the regular Board meeting and move the meeting start time to 4:45 p.m. All Board members in attendance voted “yes.” Motion carried.**

Crystal Stuck, Community Services and Promotions Coordinator, touched on the different aspects of her position and reported on the Friends of the Library. She recently set up an online book store because most of the regularly scheduled book sales have had to be canceled due to the pandemic. Discussion ensued about where Friends book sales might safely be held during the pandemic. Ms. Stuck organized some outdoor sales on the East Hills Library patio before winter and hopes to host more beginning in the spring.

There was no Board Discussion.

There was no public comment.

The next meeting of the Board of Trustees will be Monday, February 22, 2021 at **4:45** 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, Dr. Latosi-Sawin seconded to adjourn the meeting. Motion carried.**

Sharon Wasson
Secretary