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ST. JOSEPH PUBLIC LIBRARY
Meeting of the Board of Trustees
February 16, 2022, 6:30 p.m., Washington Park Library/Zoom

MINUTES

The Board of Trustees of the St. Joseph Public Library met on February 16, 2022 at 6:30 p.m. at the Washington Park Library with the option to attend via Zoom. Board members in attendance were Rosetta Ballew-Jennings, Mike Cadden, Doug Hutton, David Jordan, Elizabeth Latosi-Sawin, Alison Schieber, and Ingrid Woodbury. Brian Kirk and Kyla Ward were absent. Sarah Schreimann, Karen Schultz, and Mary Beth Revels were present from the staff. Three members of the public were in attendance. There was no media present.

President Mike Cadden called the meeting to order and the roll call was taken.

Under approval of the minutes, **Schieber moved and Jordan seconded to approve the minutes of the January 19, 2022 meeting of the Board of Trustees as presented. All Board members in attendance voted "yes." Motion carried.**

Under report of the treasurer, Rosetta Ballew-Jennings reported that she and Mary Beth Revels met with staff from the accountant's office the previous week and there was nothing of note to report. Revels answered a question about the monthly fee paid to McCormick Lawncare. Under approval of monthly expenditures, **Latosi-Sawin moved, Hutton seconded, to approve checks #33215 through #33259, January electronic withdrawals and direct deposits, and journal entries. All Board members in attendance voted "yes." Motion carried.**

Rosetta Ballew-Jennings presented the financial reports for the month of January prepared by library staff and Liechti, Franken, Hilsabeck & Gawatz, LLC. **Jordan moved and Schieber seconded to accept the financial reports prepared by library staff and the office of Liechti, Franken, Hilsabeck & Gawatz, LLC. All Board members in attendance voted "yes." Motion carried.**

There was no other financial business.

Under old business, Mary Beth Revels updated the Board on long range plan activities. Key informant interviews are taking place and being conducted by OrangeBoy staff. Mike Cadden shared the questions that he was asked and other board members confirmed they answered those same questions. The Savannah dashboard is in the process of being set up and populated with data. The dashboard will allow library staff to analyze and track library usage and email specific patron groups.

There was no other old business.

Under new business, Mike Cadden reported that the personnel manual update discussion will be delayed until March as Kyla Ward was unable to attend the meeting.

Karen Schultz, Washington Park Library Branch Manager, presented information about the history of the building including discovering that bay trees were originally grown in planters housed in the niches on the front exterior. She also shared that it was discovered that a wooden bench at the Downtown Library was actually originally housed at Washington Park and it was recently returned.

There was no other new business.

Under the report of the Personnel Committee, Mike Cadden announced the director evaluation is nearing completion.

Mary Beth Revels provided the Director's Report. Jess Gould, Children's Department Manager at the East Hills Library, is leaving to take a job in another state. Internal interviews to search for a replacement will take place next week. In-person programming has started again though virtual and low-contact programming will also continue for the foreseeable future. Revels attended Great Northwest Days at the Capitol and was able to meet with three of the library's four legislators. The Read for a Better World Winter Reading Challenge held in January was a success with 1,770 books read. The goal was 1,500 books.

Under Board Discussion Mike Cadden reminded members that the Nominating and Budget committees would be meeting in April.

Under public comment, Kevin Siegmund addressed the Board regarding the policy "Long-term COVID-19 Response Plans and Procedures."

The next meeting of the Board of Trustees will be Wednesday, March 16, 2022 at 6:30 p.m. at the Downtown Library.

There being no further business, **Hutton moved and Schieber seconded to adjourn the meeting. All Board members in attendance voted "yes." Motion carried.**

Elizabeth Latosi-Sawin
Secretary