

MINUTES

The Board of Trustees of the St. Joseph Public Library met on April 26, 2021 at 4:45 p.m. via Zoom with the meeting available for viewing at the Downtown Library. Board members in attendance were Rosetta Ballew-Jennings, Mike Cadden, Brian Kirk, Hannah Kleopfer, Elizabeth Latosi-Sawin, Alison Schieber, Kyla Ward, and Sharon Wasson. Ingrid Woodbury was absent. Crystal Stuck, Jen Wildhagen, and Mary Beth Revels were present from the staff. Quinn Ritzdorf was present 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. Wasson noted she was listed as being in attendance. **Ms. Ward moved and Ms. Ballew-Jennings seconded to approve the minutes of the March 22, 2021 meeting of the Board of Trustees as corrected. All Board members in attendance voted “yes.” Motion carried.**

Under approval of monthly expenditures, **Ms. Wasson moved, Ms. Ward seconded, to approve checks #32654 through #32716, March electronic withdrawals and direct deposits, and March journal entries. All Board members in attendance voted “yes.” Motion carried.**

Ms. Ballew-Jennings presented the financial reports for the month of March prepared by library staff and Liechti, Franken & Young, LLC. She and Ms. Revels met with the accountants a week ago and no concerns were noted. There are a few line items that are over budget but others are under budget. The library has collected all budgeted revenues for the year already because it was projected that revenues would be lower than normal due to the pandemic. Ms. Ballew-Jennings pointed out a correction on the donut chart of monthly expenses. **Rev. Kirk moved and Ms. Ward seconded to accept the financial reports prepared by the office of Liechti, Franken & Young, LLC. All Board members in attendance voted “yes.” Motion carried.**

Under Accounting Services discussion, Ms. Ballew-Jennings reported she and Ms. Revels met with David Liechti. The library is seeking additional analysis of the financial reports and the accounting firm is willing to assist but unsure of how to provide that. As a start it was decided that the accountant’s office will provide the financial reports at least one day before the monthly meeting to give the Board Treasurer and Library Director more time to examine the reports.

There were no other financial issues.

Under the report of the Director, Ms. Revels read thank you notes from staff members related to National Library Workers’ Day. She reported the library issued a survey about programming and has received 475 responses so far. She plans to present two proposals in May from consulting firms who could assist the library with the development of a long range plan. The new color copiers are installed in all of the branches. Anthony Prawitz purchased a drone to help pinpoint building problems and it is working well. Washington Park Library staff discovered termites and the building is being treated this week. Water drainage is being directed away from the building at the Carnegie Library and that project should be completed in a few days.

Jen Wildhagen, Branch Manager of the Downtown Library, introduced Crystal Stuck. Ms. Stuck is the library's Community Services & Promotions Coordinator. She reported on the patio book sale hosted by the Friends of the St. Joseph Public Library. The Fall Book Sale will be at the mall in October and she is in discussion with the mall about a store space to host a Vintage Book Sale. Ms. Stuck primarily discussed a new collection, Active Minds, targeted to people with dementia and their caregivers. The collection includes puzzles, magnet boards, tactile boards, games, and cards with talking points. She is currently designing a brochure to promote the collection and hopes the materials will be ready to check out by late summer.

There were no reports of committees.

Under old business, the bylaws were briefly discussed. Ms. Revels will include copies with the next Board mailing to make discussion easier.

Dr. Cadden presented the Board Committee appointments and a few changes were made.

Ms. Revels presented an update to the *Reopening Plans & Procedures*. The changes reflect adding more library services when Buchanan County reaches the green risk level related to the pandemic. Dr. Cadden noted the update would be voted on under new business.

Ms. Ballew-Jennings presented a plan for landscaping in the fall at the East Hills Library using Missouri native plants. As seedlings are difficult to find right now the plan is to plant seeds. It will not be an instant beautification scheme as it will likely take a few years for the plants to fill in. It was noted that some local businesses and volunteers might be willing to assist with the project. Dr. Cadden noted the landscaping plan would be voted on under new business.

There was no other old business.

Under new business, The *Reopening Plans & Procedures* were discussed again. **Ms. Ward moved and Ms. Schieber seconded to approve the update to the *Reopening Plans & Procedures*. All Board members in attendance voted "yes." Motion carried.**

Ms. Revels presented an update to the *Public Services Policy*. **Ms. Schieber moved and Ms. Ward seconded to approve the update to the *Public Services Policy* as presented. All Board members in attendance voted "yes." Motion carried.**

Under the East Hills landscaping project, **Ms. Ballew-Jennings moved and Dr. Latosi-Sawin seconded to spend up to \$1,500.00 for the East Hills landscaping project. All Board members in attendance voted "yes." Motion carried.**

Under Board Discussion, Dr. Cadden stated the Board would like to ensure that library staff have access to the Board and would also like to give staff the opportunity to be anonymous if they desire.

Dr. Cadden asked Board members to think about at what point they would be willing to meet in person again instead of meeting via Zoom.

There was no other Board discussion.

There was no public comment.

The next meeting of the Board of Trustees will be Monday, May 24, 2021 at 4:45 p.m. The Board will meet via Zoom with the meeting available for viewing at the Downtown Library.

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

---

Sharon Wasson  
Secretary