

CITY CLERK
2022 MAY 19 PM 2:02

ST. JOSEPH PUBLIC LIBRARY
Meeting of the Board of Trustees
May 18, 2022, 6:30 p.m., East Hills Library/Zoom

MINUTES

The Board of Trustees of the St. Joseph Public Library met on May 18, 2022 at 6:30 p.m. at the East Hills 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. Shirley Blakeney, Misty Snider, Jessica Poet, and Mary Beth Revels were present from the staff. No one was present from the public or media.

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

Under approval of the minutes, **Ballew-Jennings moved and Schieber seconded to approve the minutes of the April 20, 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 the accountant had no noted concerns. The library will likely not meet budgeted revenue for the year. Under approval of monthly expenditures, **Schieber moved, Jordan seconded, to approve checks #33377 through #33438, April 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 April prepared by library staff and Liechti, Franken, Hilsabeck & Gawatz, LLC. She pointed out that all branches were coming in under budget and commends the branch managers for their conscientious and responsible use of library money. **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 provided an update on long range plan activities. The key informant information has been compiled into a report. OrangeBoy wanted at least 650 patron surveys returned and the library received 864 responses. They are compiling that information for the library to review. The staff survey went out May 5th and 35 responses have been received. There will be a non-user survey going out soon. The patron survey responses have been overwhelmingly positive.

There was no other old business.

Under new business, Misty Snider presented information about this year’s Summer Reading Program, Oceans of Possibility. There is a contest to encourage preregistration, the

winning prize is a large stuffed Octopus named Octavia. There are 225 patrons of all ages already registered. Kickoff for the program is June 4th at the Washington Park Library. There will be weekly performers at all of the branches throughout June and July.

There was no other new business.

Under the report of the Budget Committee, Rosie Ballew-Jennings reported the committee reviewed a draft of the 2022-2023 budget and made suggestions for changes. A new draft will be reviewed by the committee at the meeting directly following the board meeting.

No other committee reports.

Mary Beth Revels provided the Director's Report. Marina Trifan, a Reference Librarian at the Downtown Library, received a Reward of Excellence from the City and Landmark Commission for her work related to local cemeteries. She was also recently elected to a state board for historical preservation. The library recently completed annual statistical counts. The branches have decided to count library visits monthly instead of annually. Library staff are getting back into the community again following a hiatus due to COVID precautions.

There was no Board Discussion.

There was no Public Comment.

The next meeting of the Board of Trustees will be Wednesday, June 15, 2022 at 6:30 p.m. at the Washington Park Library.

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

Elizabeth Latosi-Sawin
Secretary

ST. JOSEPH PUBLIC LIBRARY
Budget Committee Meeting
May 18, 2022, 7:15 p.m., East Hills Library/Zoom

MINUTES

The Budget Committee of the Board of Trustees of the St. Joseph Public Library met on May 18, 2022 at 7:15 p.m. at the East Hills Library with the option to attend via Zoom. Committee members in attendance were Rosetta Ballew-Jennings, chair, Mike Cadden, David Jordan, and Ingrid Woodbury. Brian Kirk was absent. Mary Beth Revels and Jessica Poet were present from the staff. No one was present from the public or media.

Rosetta Ballew-Jennings called the meeting to order and the roll call was taken.

Under approval of the minutes, **Jordan moved and Woodbury seconded to approve the minutes of the April 20, 2022 Budget Committee meeting as presented. All Committee members in attendance voted “yes.” The motion carried.**

Under old business, Mary Beth Revels presented a new draft of the preliminary 2022-2023 budget. Several changes were made after suggestions at the last committee meeting and Mary Beth continued to finesse various budgets. The budget now has a slight surplus.

There was continued discussion about holding a targeted capital campaign. Different ideas had been suggested since the last meeting, such as holding an event honoring Senator Blunt and his work to promote literacy and the suggestion to speak with the banks about access to trusts that support the community. The committee discussed various options available and how specific targets won't be known until the library acquires the Downtown building.

There was no other old business.

There was no new business.

There was no public comment.

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

Jessica Poet
Secretary Pro Tempore