

CITY CLERK

2022 JUN 23 PM 2:16

ST. JOSEPH PUBLIC LIBRARY
Meeting of the Board of Trustees
June 15, 2022, 6:30 p.m., Washington Park Library/Zoom

MINUTES

The Board of Trustees of the St. Joseph Public Library met on June 15, 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, Brian Kirk, Elizabeth Latosi-Sawin, Alison Schieber, and Kyla Ward. Ingrid Woodbury was absent. Amanda Kovac, Jessica Poet, Karen Schultz, 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, **Ward moved and Ballew-Jennings seconded to approve the minutes of the May 18, 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, David Jordan, and Mary Beth Revels met with Tim Gawatz. He had questions about a few budget line items but nothing of major impact was noted. Revels reported that the library will exceed budgeted revenue for the year. The library is also on track to end the year with expenses under budget. Under approval of monthly expenditures, **Ward moved, Kirk seconded, to approve checks #33439 through #33492, May 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 May prepared by library staff and Liechti, Franken, Hilsabeck & Gawatz, LLC. **Ward 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.**

Under approval of the 2022-2023 Budget Ballew-Jennings reported the Budget Committee met twice over the last few months to work through the budget with Revels. There are still unknowns regarding the Downtown Library building. **Jordan moved and Ward seconded to accept the 2022-2023 Budget as presented. 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. Postcards will be mailed to 2,500 people who do not use the library with the goal of holding two focus groups with 12 to 30 people on July 19. A non-user survey is still being developed by OrangeBoy, but they determined that St. Joseph is not large enough to get a statistically viable number of email responses from non-users. OrangeBoy believes the focus groups will garner the information needed.

There was no other old business.

Under new business, Revels presented a new policy “Ongoing COVID-19 Response Plans and Procedures” that would replace the “Long-term COVID-19 Response Plans and Procedures.” Among other issues, Revels reported the St. Joseph Health Department has changed the way they report COVID-19 cases and she no longer knows how many are confirmed as opposed to probable cases. The new policy no longer includes a mask requirement based on the level of case numbers in Buchanan County. Masks will still be on offer at all branches. **Ward moved and Schieber seconded to table the “Long-term COVID-19 Response Plans and Procures” and to approve the new policy “Ongoing COVID-19 Response Plans and Procures.” All Board members in attendance voted “yes.” Motion carried.**

Karen Schultz, Branch Manager at the Washington Park Library, discussed recent programming at the branch. She also introduced Amanda Kovac, who recently transferred to the branch from the Technical Services Department. Amanda will be taking over youth programming at the branch due to the departure of Sarah Schreimann.

There was no other new business.

Under the report of the Budget Committee, Rosie Ballew-Jennings reported that in addition to meeting to discuss the budget the committee has also been discussing capital campaign ideas and those discussions will continue.

No other committee reports.

Mary Beth Revels provided the Director’s Report. Marina Trifan, a Reference Librarian at the Downtown Library, has been posting a series of videos, “Tales from the Death Ledger” to the SJPLArchives page on TikTok. In-person storytimes were offered at all branches in May. Visits and checkouts continue to increase at all branches but library usage has not returned to pre-pandemic levels.

Mike Cadden thanked retiring Board members, Alison Schieber and Ingrid Woodbury for their long service to the Board of Trustees. Schieber is joining the Library Foundation Board and Woodbury is joining the Friends of the Library Board so both will continue to serve the library. Cadden presented Schieber with an engraved crystal book, honoring her for her tenure on the Board of Trustees. Ingrid Woodbury will receive her gift at a later date.

There was no Board Discussion.

There was no Public Comment.

The next meeting of the Board of Trustees will be Wednesday, July 20, 2022 at 6:30 p.m. at the Downtown Library.

There being no further business, **Ward moved and Kirk seconded to adjourn the meeting. All Board members in attendance voted “yes.” Motion carried.**

Elizabeth Latosi-Sawin
Secretary