

8-3-23

ST. JOSEPH PUBLIC LIBRARY
Meeting of the Board of Trustees
June 15, 2023, 6:30 p.m., Downtown Library

CITY CLERK

2023 AUG -3 AM 11:03

MINUTES

The Board of Trustees of the St. Joseph Public Library met on June 15, 2023 at 6:30 p.m. at the Downtown Library. Board members in attendance were Joshua Bachman, Mike Cadden, Bobbie Cronk, David Jordan, Brian Kirk, Kyla Ward, and Tona Williams. Rosetta Ballew-Jennings and Elizabeth Latosi-Sawin were absent. Crystal Stuck, Jessica Poet, and Mary Beth Revels were present from the staff. No one was present from the public or media.

Vice President Brian Kirk called the meeting to order and the roll call was taken.

Under approval of the minutes, **Ward moved and Bachman seconded to approve the minutes of the May 18, 2023 meeting of the Board of Trustees. All Board members in attendance voted "yes." Motion carried.**

David Jordan presented the financial reports. **Williams moved and Ward seconded to approve checks #34173 through #34216, May electronic withdrawals, direct deposits, and journal entries. All Board members in attendance voted "yes." Motion carried.**

David Jordan reported that he and Mary Beth Revels met with accountant Tim Gawatz and there was nothing new to report. Both revenues and expenses will end the year over budget. Total revenue will exceed expenses. **Ward moved and Cronk seconded to approve the monthly financial reports prepared by library staff and office of Liechti, Franken, Hilsabeck & Gawatz, LLC. All Board members in attendance voted "yes." Motion carried.**

There was no other financial business.

Under reports of committees, Brian Kirk reported that the Personnel Committee met and will meet again at the end of June to finalize Ms. Revels review.

David Jordan reported that the Budget Committee met prior to the Board meeting and approved the 2023-2024 budget. Mary Beth Revels reported that it is essentially a balanced budget, with revenue slightly exceeding expenses. The budget includes a 2% salary increase for staff and \$100,000 capital expense to pay for rebuilding the air conditioning portion of the Downtown Library's HVAC system. **Cadden moved and Bachman seconded to accept the 2023-2024 budget as presented. All Board members in attendance voted "yes". Motion carried.**

Kyla Ward reported that the Nominating Committee will meet on June 20th. Mary Beth was asked to submit two names to the city tomorrow for consideration for the open Board seat. The Nominating Committee will meet to discuss executive officers for next year's Board.

There were no other committee reports.

Under old business, Mary Beth Revels presented the final draft of the long-range plan. **Cronk moved and Jordan seconded to accept the long-range plan with some editing corrections. All Board members in attendance voted "yes". Motion carried.** Mary Beth will

get with OrangeBoy to complete the edits. The next step will be to begin implementing the plan. Bobbie Cronk encouraged the staff to come to the Board for help or support with achieving the long-range goals.

There was no other old business.

Under new business, Mary Beth Revels presented a new policy, 301 – Display Policy. This is to align SJPL with the Secretary of State’s Administrative Rule. Using the current programming policy as a template, the display policy lays out where and how a display may be set up and that it will include an age designation for appropriateness. **Ward moved and Bachman seconded to accept the Display Policy as presented. All Board members in attendance voted “yes”. Motion carried.**

Mary Beth Revels presented the Reconsideration Policy for approval. There was discussion regarding turnaround time and Board availability to the general public. **Ward moved and Williams seconded to approve the Reconsideration Policy with the suggested edits. All Board members in attendance voted “yes”. Motion carried.**

Crystal Stuck, Community Services and Outreach Coordinator, reported on the work that she, Bethany Barton, and Olivia Wildhagen-Piercy do. She also invited the Board to attend the Vintage Book Sale, held at the Downtown Library, June 24-June 27.

There was no other new business.

Mary Beth Revels gave the Director’s Report. The computer migration to Missouri Evergreen has gone well, the staff are very pleased with the new system and the new resources. The State Library is going to pay for three days a week of courier service, SJPL will pay for the remaining two days. The Summer Reading Program Kick Off event at the Carnegie Library was a huge success. More than 800 people have registered for the Summer Reading Program so far. Additional policies will be presented to the Board next month to ensure the library is in compliance with the Secretary of State’s Administrative Rule.

Under Board Discussion, the Board discussed the Collections section of *Missouri Public Library Standards* was presented and discussed.

There was no Public Comment.

The next meeting of the Board of Trustees will be Thursday, July 20, 2023 at 6:30 p.m. at the Carnegie Library.

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

Jessica Poet
Secretary Pro Tempore