

ST. JOSEPH PUBLIC LIBRARY
Meeting of the Board of Trustees
July 20, 2022, 6:30 p.m., Downtown Library

CITY CLERK

2022, JUL 20 10:35

MINUTES

The Board of Trustees of the St. Joseph Public Library met on July 20, 2022 at 6:30 p.m. at the Downtown Library. Board members in attendance were Joshua Bachman, Mike Cadden, Doug Hutton, David Jordan, Brian Kirk, Elizabeth Latosi-Sawin, and Kyla Ward. Rosetta Ballew-Jennings and Bobbie Cronk were absent. Jen Wildhagen 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. New Board member Joshua Bachman was welcomed and all in attendance introduced themselves.

Under approval of the minutes, **Ward moved and Jordan seconded to approve the minutes of the June 15, 2022 meeting of the Board of Trustees as presented. All Board members in attendance voted "yes." Motion carried.**

Under report of the treasurer, David Jordan reported that he and Mary Beth Revels met with Tim Gawatz the previous week. At fiscal year-end expenses were under budget and revenues were over budget. Ms. Revels reported she transferred money from the Wilda Gilmore estate to the operating checking account in error. The funds should have been transferred from the Shirley Bradley estate to reimburse purchases made at the Downtown Library. Money has been transferred back to the Wilda Gilmore estate fund but still needs to be transferred from the Shirley Bradley account. **Jordan moved, Ward seconded, to approve checks #33493 through #33549, June electronic withdrawals and direct deposits, and journal entries and 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.**

Mary Beth Revels reported that the final version of the approved 2022-2023 budget was included in the Board packet.

There was no other financial business.

Under reports of Committees, Kyla Ward presented the officer slate: President, Rosetta Ballew-Jennings; Vice President, Brian Kirk; Treasurer, David Jordan; and Secretary, Elizabeth Latosi-Sawin. **Ward moved that it was the recommendation of the Nominating Committee that the nominative slate become the elective slate. All Board members in attendance voted "yes." Motion carried.**

There were no other committee reports.

Under old business, Mary Beth Revels provided an update on long range plan activities. Focus groups scheduled for June 19 were postponed to the fall due to a lack of registrations. The fall sessions will request input on the draft of the long range plan.

There was no other old business.

Under new business, the annual appointment of two Library Board members to the Foundation Board was discussed. **Ward moved and Latosi-Sawin seconded to appoint Rosetta Ballew-Jennings and David Jordan to serve one-year terms on the Library Foundation Board. All Board members in attendance voted “yes.” Motion carried.**

Jen Wildhagen, Branch Manager of the Downtown Library, presented information on the Reference Department’s local history website “The City Worth While” and the SJPLArchives TikTok page where Reference Librarian Marina Trifan has been posting a series of videos “Tales from the Death Ledger.” Each video focuses on the life and death of a person listed in the city’s 1891-1909 death ledgers.

There was no other new business.

Mary Beth Revels provided the Director’s Report. She discussed fiscal year-end programming and circulation information and reported circulation of materials at the branches increased 22% over the previous year.

Under Board Discussion changing meeting dates and times was discussed. It was decided to move the monthly Board meeting to the third Thursday of the month at 5:30 p.m.

Library Board Committee assignments were discussed. Mary Beth was asked to send an email to members asking what committees they would like to serve on. She reported the Rosetta Ballew-Jennings would like there to be a Budget Committee in August where committee members bring two fleshed-out fundraising ideas to discuss.

There was no other Board Discussion.

There was no Public Comment.

The next meeting of the Board of Trustees will be Thursday, August 18, 2022 at 5:30 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.**

Elizabeth Latosi-Sawin
Secretary