

CITY CLERK

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ST. JOSEPH PUBLIC LIBRARY

Meeting of the Board of Trustees

August 23, 2021, 4:45 p.m., Downtown Library/Zoom

MINUTES

The Board of Trustees of the St. Joseph Public Library met on August 23, 2021 at 4:45 p.m. at the Downtown Library with the option to attend via Zoom. Board members in attendance were Rosetta Ballew-Jennings, Mike Cadden, Doug Hutton, Brian Kirk, Elizabeth Latosi-Sawin, Alison Schieber, and Kyla Ward. Ingrid Woodbury was absent. Karen Schultz, Jen Wildhagen, 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, welcomed all in attendance, and the roll call was taken.

The public hearing for the tax rate was held. Ms. Revels explained the information provided by the State Auditor's office. The legal tax rate ceiling for the library is \$0.42 per \$100 of assessed valuation. The library's tax money comes from a 27 cent permanent levy and a 15 cent temporary levy that expires in 2040. The maximum amount that can be approved this year is \$0.4183. Hearing no questions or comments from the public, the public hearing was closed.

Under approval of the minutes, Rev. Kirk moved and Ms. Ballew-Jennings seconded to approve the minutes of the August 2, 2021 meeting of the Board of Trustees as presented. All Board members in attendance voted "yes." Motion carried.

Ms. Ballew-Jennings presented the financial reports for the month of July prepared by library staff and Liechti, Franken & Young, LLC. Ms. Ballew-Jennings reported that she and Ms. Revels had an uneventful meeting with staff from the accountant's office. Ms. Ballew-Jennings reported they are still keeping an eye toward potential money crunching issues that occurred last year but don't anticipate the same thing this year. Tax revenues are down for July and August, Ms. Revels will report if September is also low and ask the Board to adjust the budget accordingly if needed.

Under approval of monthly expenditures, Ms. Ward moved, Ms. Schieber seconded, to approve checks #32887 through #32942, July electronic withdrawals and direct deposits, and July journal entries. All Board members in attendance voted "yes." Motion carried.

Ms. Ward moved and Ms. Latosi-Sawin seconded to accept the financial reports prepared by library staff and the office of Liechti, Franken & Young, LLC. All Board members in attendance voted "yes." Motion carried.

Ms. Revels informed the board that page 17 of the financial report will include a more detailed explanation for the purpose of library bank accounts in the future. There were no other financial issues.

Under the report of the Director, Ms. Revels gave an update on the Carnegie library front steps restoration project. After approximately two years of looking for a mason to do the work, the project has been started and will be completed soon.

The annual audit is scheduled to begin soon. The audit must be completed by December 31st and the auditors generally spend around two weeks in the library gathering information.

A Request for Proposal has been written to solicit bids to upgrade to a new VoIP phone system. The current AT&T contract ends September 1st. It is anticipated the board will approve a bid proposal at the October meeting.

Ms. Revels met with Pat McCormick of McCormick Lawn Service, along with the branch managers, to discuss the service being provided. It was agreed by all to use McCormick Lawn Service for another year.

SJPL was invited to apply for an ARPA (American Rescue Plan Act) grant administered by the Missouri State Library and were awarded \$30,000 to fund the Axis360 consortium. In partnership with the Rolling Hills Library, SJPL will be ordering the grant funded eBook and eAudiobook content.

There were no reports of committees.

Under old business, there was a reminder there is an Effective Library Boards webinar on September 14th: Policies for Results. Board members are invited to view the webinar from home or at the Downtown Library.

There was no other old business.

Under new business, **Ms. Ballew-Jennings moved and Rev. Kirk seconded to approve the tax rate of \$0.4183. All Board members in attendance voted “yes.” Motion carried.**

Ms. Revels presented information regarding the purchase of a new cargo van to replace the current 13 year old passenger van. Under state contract, Joe Machens Ford in Columbia can provide a cargo van that meets library needs for \$40,785. While not budgeted, Ms. Ballew-Jennings informed the board there is room in the budget for the purchase and it would be categorized as a capital expense. **Ms. Schieber moved and Ms. Ward seconded to approve the purchase of a new cargo van as presented. All Board members in attendance voted “yes.” Motion carried.**

Ms. Revels presented a change to the Interlibrary Loan Policy to include DVDs. She explained this follows best practice for library service. **Ms. Latosi-Sawin moved and Ms. Ballew-Jennings seconded to approve the policy change as presented. All Board members in attendance voted “yes.” Motion carried.**

There was no other new business.

Ms. Jen Wildhagen, Branch Manager of the Downtown Library, took a moment to thank the Board for their support of library staff and their decision to stand on firm on the Covid policy.

Under Board Discussion, Dr. Cadden reminded the Board of ideas discussed at previous meetings and encouraged members to keep these in mind as they look to future plans for the Library. The list included: offering programs on sustainability, informing the community more frequently of what the library does and provides, participating in mini lending libraries, editing the bylaws, opening a used book store, and replanting the flower beds at the East Hills Library.

Ms. Ward reported she is looking at numerous evaluation forms provided by Ms. Revels and will be emailing the Personnel Committee soon. The committee should anticipate meeting in the beginning of September, either at the Downtown Library or over Zoom.

There was no other Board discussion.

There was no public comment.

The next meeting of the Board of Trustees will be Monday, September 27, 2021 at 4:45 p.m. at the Carnegie Library.

There being no further business, **Ms. Ward moved and Ms. Schieber seconded to adjourn the meeting. Motion carried.**

Elizabeth Latosi-Sawin
Secretary