

CITY CLERK

2021 OCT -1 AM 8:11

ST. JOSEPH PUBLIC LIBRARY
Meeting of the Board of Trustees
September 29, 2021, 6:30 p.m., Carnegie Library/Zoom

MINUTES

The Board of Trustees of the St. Joseph Public Library met on September 29, 2021 at 6:30 p.m. at the Carnegie 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, and Alison Schieber. Kyla Ward and Ingrid Woodbury were absent. Anthony Prawitz, Audrey Sheets, 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 welcomed new Board member David Jordan along with all others in attendance. The roll call was taken.

Under approval of the minutes, **Schieber moved and Ballew-Jennings seconded to approve the minutes of the August 23, 2021 meeting of the Board of Trustees as presented. All Board members in attendance voted "yes." Motion carried.**

Audrey Sheets, Branch Manager of the Carnegie Library, discussed special activities planned for November related to Kindness Month, Di-November, and National Picture Book Month.

Rosetta Ballew-Jennings presented the financial reports for the month of August prepared by library staff and Liechti, Franken & Young, LLC. She reported that she and Ms. Revels had another uneventful meeting with staff from the accountant's office. She calculated tax revenue to date compared to previous years and the total is down about 1.5%. The library does not start receiving significant tax revenue until December so it is difficult to know yet if it will continue to be lower than expected.

Under approval of monthly expenditures, **Kirk moved, Hutton seconded, to approve checks #32943 through #33015, August electronic withdrawals and direct deposits, and August journal entries. All Board members in attendance voted "yes." Motion carried.**

Schieber moved and Jordan 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.

Under the report of the Director, Mary Beth Revels reported that the library reopened for in-person library visits on September 20, 2021 and she plans to present an edit to the *Reopening Plans & Procedures* policy at the next meeting reflecting that the library will not revert to contactless service if Buchanan County returns to the red risk level. Dr. Cadden requested that Ms. Revels get and share feedback from staff about the requested change to the policy.

Under reports of committees Dr. Cadden asked if Ms. Revels had created a board calendar yet and she replied she had not. Ms. Ward still plans to call a Personnel Committee meeting to begin the process of Ms. Revels' performance evaluation.

There was no old business.

Under new business, Ms. Revels presented a programming policy for approval. The library is forming a programming committee to aid in the development and scheduling of programs at the four branches. **Schieber moved and Kirk seconded to approve the Programming Policy, as presented. All Board members in attendance voted “yes.” Motion carried.**

Board meeting dates and times were discussed. Generally members are available to meet monthly on the third Wednesday at 6:30 p.m. **Ballew-Jennings moved and Hutton seconded to schedule board meetings monthly at 6:30 p.m. on the third Wednesday. All Board members in attendance voted “yes.” Motion carried.**

Dr. Cadden announced he is not able to serve on the Library Foundation Board this year because of his work schedule. Alison Schieber volunteered to serve on the board in his place and all present agreed to her appointment.

Under “Utilizing consultants for buildings and grounds work or decisions” Ms. Ballew-Jennings reported she will have something formal to present to the Board in October. She shared the purpose of the request is to use consultants to build a file to make certain the appropriate materials and practices are being used to ensure preservation of library buildings, as an information file so the knowledge gained can be retained for the future, and to be fiscally responsible so projects don’t have to be redone a few years after they are completed.

Ms. Revels presented information about the Missouri Evergreen Consortium. She would like to move the library’s integrated library system (ILS) to the consortium when the contract with SirsiDynix expires on June 30, 2023. An ILS is the book cataloging, check-in/checkout, and patron catalog system for a library. It takes several months to transition from one system to another and Ms. Revels requested that the Board vote to sign a Memorandum of Agreement with the Missouri Evergreen Consortium at the October meeting so that the transition process can begin.

Ms. Revels presented a long-range planning consulting proposal from OrangeBoy for discussion. She originally received proposals from two companies but the second company has ceased operation because the owner passed away. Discussion ensued and Dr. Cadden requested that Ms. Revels get comparative pricing information to share with the Board before any decision is made.

Anthony Prawitz, Facilities Manager for SJPL, reported on several building issues.

There was no other new business.

There was no public comment.

The next meeting of the Board of Trustees will be Wednesday, October 20, 2021 at 6:30 p.m. at the East Hills Library.

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

Elizabeth Latosi-Sawin
Secretary