

ST. JOSEPH PUBLIC LIBRARY
Meeting of the Board of Trustees
November 16, 2023, 6:00 p.m., Carnegie Library

CITY CLERK

2023 NOV 27 AM 8:55

MINUTES

The Board of Trustees of the St. Joseph Public Library met on November 16, 2023 at 6:00 p.m. at the Carnegie Library. Board members in attendance were Joshua Bachman, Rosetta Ballew-Jennings, Bobbie Cronk, Harriet Gordon, Kyla Ward, and Tona Williams. David Jordan, Jonht Slayden, and LaTonya Williams were absent. Audrey Sheets, Jessica Poet, and Mary Beth Revels were present from the staff. Michael Keenan from Hood and Associates also attended.

President Rosetta Ballew-Jennings called the meeting to order and the roll call was taken.

Michael Keenan from Hood and Associates presented the 2022-2023 fiscal year audit. He delivered a clean opinion, internal controls are adequately designed and operating effectively, and the library is in compliance with finance-related laws and regulations. There was some discussion about cyber security, an accounting policies and procedures manual, succession training and reviewing cash accounts. **Bobbie Cronk moved and Kyla Ward seconded to accept the audit as presented. All Board members in attendance voted "yes". Motion carried.**

Under approval of the minutes, **Joshua Bachman moved and Bobbie Cronk seconded to approve the minutes of the October 26, 2023 meeting of the Board of Trustees, as presented. All Board members in attendance voted "yes." Motion carried.**

Mary Beth Revels presented the financial reports. **Kyla Ward moved and Tona Williams seconded to approve checks #34473 through #34522, October electronic withdrawals, direct deposits, and journal entries. All Board members in attendance voted "yes." Motion carried.**

Mary Beth Revels presented the October monthly financial reports. She and David Jordan met with accountant Tim Gawatz earlier in the week to go over the reports. **Tona Williams moved and Bobbie Cronk seconded to approve the monthly financial reports prepared by library staff and office of Liechti, Franken, & Gawatz, LLC. All Board members in attendance voted "yes." Motion carried.**

Mary Beth Revels informed the board that the Missouri minimum wage is raising to \$12.30 per hour on January 1, 2024. The increase will require an adjustment to the library's salary scale, resulting in a 2.4%-2.5% wage increase for most staff.

There were no other financial reports.

Under reports of committees, Rosetta Ballew-Jennings presented her proposed board committee structure. The new committee, Buildings & Grounds, will be a hands-on committee and is expected to include staff input.

Mary Beth Revels provided an update on the Downtown Library. The board discussed possibilities surrounding what to do with the building, including using the space exclusively for

library business, renting unused space to offset costs, or selling the building and returning to being a tenant.

There were no other committee reports.

There was no old business.

Under new business, Audrey Sheets, Carnegie Library Branch Manager, presented several historic record books from Carnegie Library, including the original register book listing patrons and a ledger detailing discarded library books. She also spoke about the Loving Cup, which was donated to the Carnegie Library by the family of John Donovan.

Mary Beth Revels gave the Director's Report. She invited the board to attend the upcoming Excel Adult High School graduation on December 3 at 1:00 pm at the East Hills Library. She also reported that the Pop-Up Produce Stands served fresh produce to 325 families in the 11 weeks the program was offered.

There was no other new business.

President Rosetta Ballew-Jennings, with consent from the board, tabled the discussion on the library board standards: technology until the next meeting.

There was no public comment.

The next meeting will be December 21, 2023 at 6:00 at the East Hills Library.

There being no further business, **Kyla Ward moved and Tona Williams seconded to adjourn the meeting. All Board members in attendance voted "yes." Motion carried.**

Tona Williams
Secretary