

ST. JOSEPH PUBLIC LIBRARY
Meeting of the Board of Trustees
January 24, 2017, 5:00 p.m., Carnegie Library

CITY CLERK
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MINUTES

The regular monthly meeting of the St. Joseph Public Library Board of Trustees was held on January 24, 2017 at 5:00 p.m. in the Carnegie Library. Board members in attendance were Mike Cadden, Dan Mefford, Barbara Maxwell, Betty Sawin, Alison Schieber, Jason Tindol and John Welch. Brad Weil and Ingrid Woodbury were absent. Deloris Foster, Audrey Sheets and Mary Beth Revels were present from the staff. Dana Mefford was present from the public. No one was present from the media.

President Dan Mefford called the meeting to order and the roll call was taken.

Under approval of the minutes, **Ms. Maxwell moved and Ms. Schieber seconded to approve the minutes of the December 27, 2016 meeting of the Board of Trustees, as presented. All Board members in attendance voted "yes." The motion carried.**

Under approval of monthly expenditures, **Dr. Tindol moved, Ms. Maxwell seconded, to approve checks #29321 through #29386. All Board members in attendance voted "yes." The motion carried.**

Mr. Welch moved, Dr. Sawin seconded, to approve payroll checks #10228 through #10237 and December's direct deposits. All Board members in attendance voted "yes." The motion carried.

Dr. Tindol presented the financial reports for the month of December prepared by Liechti, Franken & Young, LLC. Ms. Revels met with the accountant the previous week and there were no anomalies to report. **It was the recommendation of the Budget/Personnel Committee to accept the financial reports prepared by the office of Liechti, Franken & Young, LLC. All Board members in attendance voted "yes." The motion carried.**

Ms. Revels reported that the library received a donation from the Shirley W. Bradley Charitable Remainder Unitrust for \$31,747.88. The funds aren't restricted. **Dr. Tindol moved, Dr. Sawin seconded, to deposit the funds in a new account to be established at Commerce Bank. All Board members in attendance voted "yes." The motion carried.**

There were no other financial issues.

Under the Monthly Report, Ms. Revels reported that she and Ms. Schieber attended the Open House for Secretary of State Jay Ashcroft on January 9th. She reported on the statewide library organizations of which she is a member, provided a report on the circulation of library materials at the library and reported that Governor Greitens withheld additional library funding.

Under reports of Committees, Ms. Revels reported that she is working with the city to resolve an issue with someone repeatedly driving over and damaging a curb at the Washington Park Library.

Under old business, Ms. Revels reported that the St. Joseph School District plans to put a levy initiative on the November 2017 ballot. **Ms. Schieber moved, Ms. Maxwell seconded, that Ms. Revels should recruit community members to form a campaign committee with the intent of putting the \$0.15 levy renewal on the August 2017 ballot. All Board members in attendance voted “yes.” The motion carried.**

There was no other old business.

Under new business, Ms. Revels presented a new policy, Proctoring Guidelines. **Dr. Sawin moved, Ms. Schieber seconded, to approve the Proctoring Guidelines policy. All Board members in attendance voted “yes.” The motion carried.**

Audrey Sheets, branch manager of the Carnegie Library, provided information on programming at the library and ideas to update the lower level to make it more inviting to children of all ages.

The Board viewed the third in a webinar series *Short Takes for Trustees*. The topic was “Board Ethics.” The webinar series was produced by the American Library Association and made available to the library at no cost by the Missouri State Library.

There was no other new business.

The next meeting of the Board of Trustees will be Tuesday, February 28, 2017 at 5:00 p.m. at the East Hills Library.

There being no further business, **Dr. Cadden moved, Ms. Maxwell seconded to adjourn the meeting. Motion carried.**

Alison Schieber
Secretary