

ST. JOSEPH PUBLIC LIBRARY
Budget/Personnel Committee Meeting
March 27, 2018, 4:45 p.m., Downtown Library

MINUTES

The Budget/Personnel Committee of the Board of Trustees of the St. Joseph Public Library met on February 28, 2018 at 4:45 p.m. in the Downtown Library. Committee members in attendance were Brad Weil and John Welch. Jason Tindol, Alison Schieber and Dan Mefford were absent. Mike Cadden, Betty Sawin and Ingrid Woodbury were present from the Board of Trustees. Deloris Foster and Mary Beth Revels were present from the staff. No one attended from the public or media.

As there was not a quorum of members present, no meeting was held.

The next meeting of the Budget/Personnel Committee is scheduled for April 24, 2018, at 4:45 p.m. at the Carnegie Library.

Alison Schieber
Secretary

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ST. JOSEPH PUBLIC LIBRARY
Meeting of the Board of Trustees
March 27, 2018, 5:00 p.m., Downtown Library

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MINUTES

The regular monthly meeting of the St. Joseph Public Library Board of Trustees was held on March 27, 2018 at 5:00 p.m. in the Downtown Library. Board members in attendance were Mike Cadden, Betty Sawin, Alison Schieber, Brad Weil, John Welch, and Ingrid Woodbury. Barbara Maxwell, Dan Mefford, and Jason Tindol were absent. Deloris Foster, Jen Wildhagen, and Mary Beth Revels were present from the staff. No one was present from the public or media.

Vice President Ingrid Woodbury called the meeting to order, welcomed everyone, and the roll call was taken.

Under approval of the minutes, **Dr. Sawin moved and Mr. Welch seconded to approve the minutes of the January 23 & February 27, 2018 meetings of the Board of Trustees, as presented. All Board members in attendance voted "yes." The motion carried.**

Under approval of monthly expenditures, **Dr. Cadden moved, Mr. Welch seconded, to approve checks #30240 through #30366, payroll checks #10447 through #10488, and January and February direct deposits. All Board members in attendance voted "yes." The motion carried.**

Dr. Sawin moved, Dr. Cadden seconded to approve the debt service payment to Commerce Bank. All Board members in attendance voted "yes." The motion carried.

Ms. Revels presented the financial reports for the months of January and February prepared by Liechti, Franken & Young, LLC. Dr. Tindol met with the accountant the previous week. Mr. Weil asked that some of the heading titles be changed in the reports to clarify their meaning. **Mr. Weil moved, Dr. Sawin seconded to accept the financial reports prepared by the office of Liechti, Franken & Young, LLC. All Board members in attendance voted "yes." The motion carried.**

Mr. Weil presented the January and February Adjusting Journal Entries prepared by Liechti, Franken & Young, LLC. **Mr. Weil moved, Mr. Welch seconded to approve the adjusting journal entries submitted by the office of Liechti, Franken & Young, LLC. All Board members in attendance voted "yes." The motion carried.**

Ms. Revels reported that the April meeting with the accountant will be held on April 24, the same day as the Board meeting, because tax season ends on April 17.

There were no other financial issues.

Under the monthly report, Ms. Revels reported that Alison Schieber attended Great Northwest Days at the Capitol, and she and Ms. Schieber attended Library Advocacy Day at the Capitol. The Carnegie branch has started a new interactive book club for kids. The Seed

Library is open again at the Downtown Library. Thirty library-by-mail patrons are on the free mail program, saving the library a few thousand dollars in postage each year. Ms. Revels also reported the highlights from her attendance at the Public Library Association Conference held in Philadelphia March 20 – 24, 2018.

Under reports of committees, Ms. Revels reported on building and maintenance projects at the East Hills and Washington Park branches. As part of long range planning, Ms. Revels will tour all of the branches with architect Ron Auxier this spring in order to determine short and long term building needs.

Ms. Revels' performance appraisal forms were turned in. Any forms not submitted at the meeting should be given to Deloris Foster, who will give the forms to Jason Tindol and Dan Mefford.

There was no old business.

Under new business, Ms. Revels and Mr. Weil reported that the Board of Trustees previously approved the concept of the Library Foundation selling naming rights of different locations and meeting rooms in the branches as a fundraiser. The Library Foundation is still interested in pursuing this and wanted approval again from the Board. **Ms. Schieber moved, Dr. Sawin seconded to allow the Library Foundation to sell naming rights for different locations and meeting rooms in the library branches as a Foundation fundraiser. All Board members in attendance voted "yes." Motion carried.**

Ms. Revels presented an update to the policy "Guidelines for Petitioning and Distribution of Literature on Library District Property." **Mr. Welch moved, Ms. Schieber seconded to approve the policy "Guidelines for Petitioning and Distribution of Literature on Library District Property" as presented. All Board members in attendance voted "yes." Motion carried.**

Ms. Revels reported three Board members' terms expire on June 30, 2018: Barbara Maxwell, Jason Tindol and Brad Weil. Jason Tindol and Brad Weil are willing to serve another term if reappointed.

There was no other new business.

Jen Wildhagen, Children's Department Manager at the Downtown Library, presented information about the Children's Fair to be held at the Civic Arena on April 17th, and the "Libraries Rock" Summer Reading program for all ages that will be June 1st to August 1st.

The next meeting of the Board of Trustees will be Tuesday, April 24, 2018 at 5:00 p.m. at the Carnegie Library.

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

Alison Schieber
Secretary