

MINUTES

The regular monthly meeting of the St. Joseph Public Library Board of Trustees was held on May 22, 2018 at 5:00 p.m. in the East Hills Library. Board members in attendance were Mike Cadden, Dan Mefford, Betty Sawin, Jason Tindol, John Welch, and Ingrid Woodbury. Barbara Maxwell, Alison Schieber, and Brad Weil were absent. Shirley Blakeney, Deloris Foster, and Mary Beth Revels were present from the staff. No one was present from the public or media.

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

Under approval of the minutes, **Mr. Welch moved and Dr. Sawin seconded to approve the minutes of the April 24, 2018 meeting 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, Dr. Tindol seconded, to approve checks #30421 through #30477, payroll checks #10512 through #10534, and April direct deposits. All Board members in attendance voted "yes." The motion carried.**

Mr. Mefford presented the financial reports for the month of April prepared by Liechti, Franken & Young, LLC. He and Ms. Revels met with the accountant the previous week. **Dr. Tindol moved and Dr. Cadden 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.**

Dr. Tindol presented the April Adjusting Journal Entries prepared by Liechti, Franken & Young, LLC. **Dr. Sawin moved and Ms. Woodbury 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 more and more vendors are requesting the library to sign up for e-billing and electronic payments. **Ms. Woodbury moved and Dr. Tindol seconded that Ms. Revels should use discretion and sign up for e-billing and electronic payments when appropriate. All Board members in attendance voted "yes." The motion carried.**

Ms. Revels presented two draft budgets. The first was a development budget that allows the library to move forward on some improvements prior to the 2020 payoff of debt and the other draft was a balanced budget. Ms. Revels was directed to include justification in the budget narrative for the development budget and present it for approval at the June meeting.

There were no other financial issues.

Under the monthly report, Ms. Revels reported on the 8<sup>th</sup> annual trivia night fundraiser and annual statistical counts. She issued an RFP on Monday to four local IT companies to provide support to the library's IT staff person. Another IT company was suggested to Ms. Revels. She also discussed the monthly events calendar. Going forward, it will not include public events. Ms. Revels will ensure members of all three library-related boards are signed up for the monthly events calendar newsletter.

Under reports of committees, Ms. Revels presented a proposal from Wesley's Glass to install an emergency exit door at the East Hills Library in a location where there are currently windows. The total cost, including installation is \$5,983.00. **Dr. Sawin moved and Ms. Woodbury to approve the proposal from Wesley's Glass. All Board members in attendance voted "yes." The motion carried.**

Under old business, Mr. Mefford presented a copy of the director review form that showed how many staff members and/or Board members marked N/A on the different questions. Ms. Revels was directed to scan and email it to all Board members.

There was no other old business.

Under new business, Shirley Blakeney, Branch Manager of the East Hills Library, talked about the Google Reviews of the branch and monthly staff meetings.

There was no other new business.

The next meeting of the Board of Trustees will be Tuesday, June 26, 2018 at 5:00 p.m. at the Washington Park Library.

There being no further business, **Dr. Sawin moved, Dr. Tindol seconded to adjourn the meeting. Motion carried.**

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Mary Beth Revels  
Secretary Pro Tempore

**ST. JOSEPH PUBLIC LIBRARY**  
Budget/Personnel Committee Meeting  
May 22, 2018, 4:45 p.m., East Hills Library

**MINUTES**

The Budget/Personnel Committee of the Board of Trustees of the St. Joseph Public Library was scheduled for May 22, 2018 at 4:45 p.m. in the East Hills Library. Committee members in attendance were John Welch and Dan Mefford. Jason Tindol, Alison Schieber and Brad Weil were absent. Betty Sawin was 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 June 26, 2018, at 4:30 p.m. at the Washington Park Library.

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Mary Beth Revels  
Secretary Pro Tempore

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