

ST. JOSEPH PUBLIC LIBRARY
Budget/Personnel Committee Meeting
May 28, 2019, 4:45 p.m., Washington Park Library

MINUTES

The Budget/Personnel Committee of the Board of Trustees of the St. Joseph Public Library met on May 28, 2019 at 4:50 p.m. in the Washington Park Library. Committee members in attendance were Dan Mefford, Alison Schieber, and Kyla Ward. Brad Weil and Ingrid Woodbury were absent. Mike Cadden, Elizabeth Latosi-Sawin, and Sharon Wasson were present from the Board of Trustees. Deloris Foster and Mary Beth Revels were present from the staff. Aaron Powell was present from the public. No one attended from the media.

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

Under approval of the minutes, **Ms. Ward moved, Ms. Schieber seconded to approve the minutes of the April 23, 2019 meeting as presented. All Committee members in attendance voted "yes." The motion carried.**

Under old business, Mr. Mefford presented the expense and revenue comparison tables.

Ms. Revels presented Draft 2 of the 2019/2020 Budget. There were no questions or comments.

Under the Director Review, Ms. Foster gave Mr. Mefford evaluation forms from staff. Mr. Mefford also collected evaluation forms from Board members.

There was no other old business.

No new business was discussed due to time constraints.

The next meeting of the Budget/Personnel Committee is scheduled for June 25, 2019, at 4:45 p.m. at the Downtown Library.

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

Elizabeth Latosi-Sawin
Secretary

2019 MAY 30 AM 11:39

CITY CLERK

ST. JOSEPH PUBLIC LIBRARY
Meeting of the Board of Trustees
May 28, 2019 5:00 p.m., Washington Park Library

CITY CLERK
2019 MAY 30 AM 11:40

MINUTES

The regular monthly meeting of the St. Joseph Public Library Board of Trustees was held on May 28, 2019 at 5:00 p.m. in the Washington Park Library. Board members in attendance were Mike Cadden, Elizabeth Latosi-Sawin, Dan Mefford, Alison Schieber, Kyla Ward, Sharon Wasson, Brad Weil, and John Welch. Ingrid Woodbury was absent. Deloris Foster and Mary Beth Revels were present from the staff. Aaron Powell was present from the public. No one was present from the media.

Vice President Mike Cadden welcomed all in attendance, called the meeting to order, and the roll call was taken.

Under approval of the minutes, **Mr. Mefford moved and Ms. Schieber seconded to approve the minutes of the April 23, 2019 meeting of the Board of Trustees, as presented. All Board members in attendance voted "yes." Motion carried.**

Under approval of monthly expenditures, **Ms. Schieber moved, Ms. Latosi-Sawin seconded, to approve checks #31225 through #31283, payroll checks #10796 through #10818 and April direct deposits. All Board members in attendance voted "yes." Motion carried.**

Mr. Mefford presented the financial reports for the month of April prepared by Liechti, Franken & Young, LLC. Ms. Woodbury and Ms. Revels met with the accountant the previous week. There were no new issues of concern in the financial reports. **Mr. Mefford moved and Ms. Schieber seconded to accept the financial reports prepared by the office of Liechti, Franken & Young, LLC. All Board members in attendance voted "yes." Motion carried.**

Mr. Mefford presented the April Journal Entries prepared by Liechti, Franken & Young, LLC. **Mr. Mefford moved and Ms. Schieber seconded to approve the adjusting journal entries prepared by the office of Liechti, Franken & Young, LLC. All Board members in attendance voted "yes." Motion carried.**

Ms. Revels reported that the compensation study RFP was sent to five human resources firms on May 1. The deadline to receive proposals is June 3, 2019. She has received two responses so far.

There were no other financial issues.

Under the report of the Director, Ms. Revels reported on Niche Academy. It provides tutorials for both staff and patrons on library online and electronic resources. She also reported on a new diversity program series, Celebrating All of Us, beginning in June at the Downtown Library.

Under reports of Committees, Mr. Mefford reminded all Board members to give him their evaluations of Ms. Revels.

Under the Building Committee, Ms. Revels reported that the guttering and downspouts are installed at the East Hills Library. Library staff is working with architect Ron Auxier, and an engineer, on further plans for water mitigation at the branch.

Under the Materials and Services Committee, Ms. Schieber reported the committee did not meet in May. Ms. Revels has two policies in process that may be presented to the committee in June.

Under old business, Mr. Weil reported that Aaron Powell, portfolio manager, at U.S. Bank, is interested in joining the Board. Board members were asked to send Ms. Revels names of other potential Board members to provide to the city so that more than one name is submitted.

There was no other old business.

Under new business, Sarah Schreimann, Senior Library Assistant at the Washington Park Library, discussed summer programming plans at the branch.

There was no other new business.

There was no public comment.

The next meeting of the Board of Trustees will be Tuesday, June 25, 2019 at 5:00 p.m. at the Downtown Library.

There being no further business, **Mr. Weil moved, Mr. Mefford seconded to adjourn the meeting. Motion carried.**

Elizabeth Latosi-Sawin
Secretary