

MINUTES

The regular monthly meeting of the St. Joseph Public Library Board of Trustees was held on June 26, 2018 at 5:00 p.m. in the Washington Park Library. Board members in attendance were Mike Cadden, Dan Mefford, Alison Schieber, Brad Weil, and Ingrid Woodbury. Barbara Maxwell, Betty Sawin, and John Welch were absent. Deloris Foster, Karen Schultz, and Mary Beth Revels were present from the staff. Dana Mefford, retired Board member Dr. Jason Tindol, and incoming Board member Sharon Wasson were attending from the public. No one was present from the media.

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

Under approval of the minutes, **Dr. Cadden moved and Ms. Woodbury seconded to approve the minutes of the May 22, 2018 meeting of the Board of Trustees, as presented. All Board members in attendance voted "yes." The motion carried.**

Under approval of monthly expenditures, **Ms. Woodbury moved, Dr. Cadden seconded, to approve checks #30478 through #30586, payroll checks #10535 through #10569, and May direct deposits. All Board members in attendance voted "yes." The motion carried.**

Ms. Revels presented the 2018-2019 Budget for approval. **Ms. Schieber moved and Ms. Woodbury seconded to approve the 2018-2019 budget as presented. All Board members in attendance voted "yes." The motion carried.**

Ms. Revels presented the financial reports for the month of May prepared by Liechti, Franken & Young, LLC. Ms. Revels met with the accountant the previous week. **Dr. Cadden moved and Ms. Woodbury 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. Mefford presented the May Adjusting Journal Entries prepared by Liechti, Franken & Young, LLC. **Ms. Schieber 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.**

There were no other financial issues.

Under the monthly report, Ms. Revels reported that the migration to the hosted server for the library's integrated library system went well. The East Hills Library now has shopping carts for patrons to use while browsing at the branch. The Downtown Library will resume Sunday hours on July 1<sup>st</sup> and this restores all the hours reduced in the district several years ago. The "Libraries Rock" summer reading program is going well. More children have enrolled this year, than last year at this time.

Under reports of committees, Ms. Revels presented a report on the building tours conducted with architect, Ron Auxier. The next step is to prioritize and begin looking at cost. It was recommended that the Board's Building Committee be reinstated next year.

Under old business, Ms. Revels presented a report on IT support proposals. Mr. Mefford abstained from voting on the issue since his church works closely with one of the vendors. **Mr. Weil moved and Ms. Woodbury seconded to accept the proposal for IT support from Tech Team, and to enroll in their "Essential Support Plan." Four Board members in attendance voted "yes" and one abstained. The motion carried.**

Mr. Mefford reported the director review form discussion will be tabled until the August meeting.

Ms. Woodbury reported Sharon Wasson was appointed to the Library Board, for a term beginning July 1, 2018. The Board needs to submit another name to the Mayor because Dr. Tindol resigned because he is moving out of state. Mr. Mefford thanked Dr. Tindol for his service to the Library Board.

There was no other old business.

Under new business, Ms. Revels requested to move the August Board meeting to August 21 so she could take vacation on August 28. **Ms. Schieber moved and Ms. Woodbury seconded to move the August meeting of the Board of Trustees to August 21. All Board members in attendance voted "yes." The motion carried.**

Karen Schultz, Branch Manager of the Washington Park Library, talked about summer programming and the weekday lunches for children provided by Second Harvest Food Bank.

Jason Tindol presented three options regarding the vending machines at the East Hills library. The library could purchase the two vending machines at a cost of \$500 each, Dr. Tindol could try to find a vendor to take over the vending machines, or he could simply remove the vending machines from the branch. **Mr. Weil moved and Ms. Schieber seconded to purchase the vending machines at a cost of \$500 each so that the library could receive all the revenue from the sale of drinks and snacks. All Board members in attendance voted "yes." The motion carried.**

There was no other new business.

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

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

---

Alison Schieber  
Secretary

CITY CLERK

2018 JUN 28 PM 2:06

**ST. JOSEPH PUBLIC LIBRARY**  
Budget/Personnel Committee Meeting  
June 26, 2018, 4:30 p.m., Washington Park Library

**MINUTES**

The Budget/Personnel Committee of the Board of Trustees of the St. Joseph Public Library was scheduled for June 26, 2018 at 4:30 p.m. in the Washington Park Library. Committee member Alison Schieber was in attendnace. Dan Mefford, Brad Weil, and John Welch were absent. 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 July 24, 2018, at 4:45 p.m. at the Downtown Library.

---

Alison Schieber  
Secretary