

ST. JOSEPH PUBLIC LIBRARY
Budget Committee Meeting
June 28, 2021, 4:30 p.m., East Hills Library/Zoom

CITY CLERK

2021 JUL -6 AM 8:55

MINUTES

The Budget Committee of the Board of Trustees of the St. Joseph Public Library met on June 28, 2021 at 4:30 p.m. at the East Hills Library with the option to attend via Zoom. Committee members in attendance were Rosetta Ballew-Jennings, chair, Mike Cadden, and Brian Kirk. Ingrid Woodbury was absent. Elizabeth Latosi-Sawin, Alison Schieber, and Sharon Wasson attended from the Board of Trustees. Shirley Blakeney, Maryann Knorr, and Mary Beth Revels were present from the staff. No one was present from the public or media.

Ms. Ballew-Jennings called the meeting to order and the roll call was taken.

Under approval of the minutes, **Rev. Kirk moved, Dr. Cadden seconded to approve the minutes of the May 20, 2021 Budget Committee meeting as presented. All Committee members in attendance voted “yes.” The motion carried.**

Under old business, Ms. Ballew-Jennings presented the 2021-2022 budget for approval and detailed the changes to the budget since the last meeting. Ms. Revels answered several questions about the budget and notified committee members that library will likely purchase a new cargo van during the fiscal year and that was not included in the budget. It was noted that the budget could be amended later if needed. **Dr. Cadden moved and Rev. Kirk seconded to approve the 2021-2022 budget as presented. All Committee members in attendance voted “yes.” The motion carried.**

There was no other old business.

There was no new business.

There being no further business, **Dr. Cadden moved and Rev. Kirk seconded to adjourn the meeting. Motion carried.**

Sharon Wasson
Secretary

ST. JOSEPH PUBLIC LIBRARY
Meeting of the Board of Trustees
June 28, 2021, 4:45 p.m., East Hills Library/Zoom

CITY CLERK

2021 JUL -6 AM 8:55

MINUTES

The Board of Trustees of the St. Joseph Public Library met on June 28, 2021 at 4:45 p.m. at the East Hills Library with the option to attend via Zoom. Board members in attendance were Rosetta Ballew-Jennings, Mike Cadden, Brian Kirk, Elizabeth Latosi-Sawin, Alison Schieber, Kyla Ward, Sharon Wasson, and Ingrid Woodbury. Hannah Kleopfer was absent. Shirley Blakeney, Maryann Knorr, Audrey Sheets, and Mary Beth Revels were present from the staff. No one was present from the public or media.

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

Under approval of the minutes, **Dr. Latosi-Sawin moved and Ms. Ballew-Jennings seconded to approve the minutes of the May 24, 2021 meeting of the Board of Trustees as presented. All Board members in attendance voted “yes.” Motion carried.**

Under approval of monthly expenditures, **Ms. Ward moved, Ms. Schieber seconded, to approve checks #32774 through #32828, May electronic withdrawals and direct deposits, and May journal entries. All Board members in attendance voted “yes.” Motion carried.**

Dr. Cadden reported that he and Ms. Revels had an uneventful meeting with staff from the accountant’s office. Ms. Ballew-Jennings presented the financial reports for the month of May prepared by library staff and Liechti, Franken & Young, LLC. She noted that the financial packet is designed so that a Board member can view the financial reports they prefer while having access to the entire packet. Ms. Ballew-Jennings reported the library is on track to end the year with revenues higher than anticipated and expenses under budget. **Ms. Wasson moved and Ms. Ward seconded to accept the financial reports prepared by library staff and the office of Liechti, Franken & Young, LLC. All Board members in attendance voted “yes.” Motion carried.**

There were no other financial issues.

Under the report of the Director, Ms. Revels announced that Deloris Foster’s last day will be July 2nd and invited Board members to attend her retirement reception from 9 – 11 am that morning. She reported that she and Dr. Cadden met with Dr. Gabe Edgar, Assistant Superintendent of Business and Operations of the St. Joseph School District. Dr. Edgar notified Ms. Revels and Dr. Cadden that the SJSD is contemplating leaving the downtown building. Since that meeting, Dr. Cadden, Ms. Ward, Ms. Ballew-Jennings, and Ms. Revels met with attorney Mark Woodbury and a local commercial realtor. Ms. Revels reported that Dr. Edgar requested a letter from the Library Board detailing the outcome the Board would like in regard to the building. Dr. Cadden suggested that Mark Woodbury provide appropriate language for such a letter that the Board can review and approve at the next Board meeting.

Under reports of committees, Ms. Ballew-Jennings presented the 2021/2022 budget for approval. **Ms. Ward moved and Ms. Schieber seconded to approve the 2021/2022 budget as presented. All Board members in attendance voted “yes.” Motion carried.**

There were no other reports of committees.

Under old business, Ms. Revels reminded Board members that the first session of the “Effective Library Boards” webinar series from the Missouri State Library will be July 13 at 7:00 p.m. Board members are welcome to register for the series on their own or view the session at the Downtown Library.

There was no other old business.

Under new business, Dr. Cadden directed Ms. Revels to read a resolution honoring retiring Board member, Sharon Wasson. Ms. Ballew-Jennings presented her with flowers and Dr. Cadden gave her a crystal book keepsake commemorating her tenure on the Board.

Ms. Revels presented a change to the holiday schedule, adding Juneteenth and removing one floating holiday for staff. **Dr. Latosi-Sawin moved and Ms. Ward seconded to approve the change in the holiday schedule as presented. All Board members in attendance voted “yes.” Motion carried.**

Ms. Revels presented an update to the *Reopening Plans & Procedures*. The update removes time limits and enforcement of the mask requirement during the pandemic when Buchanan County is in the Yellow Risk Level as tracked by library administration. Ms. Revels reported the library is currently in the Orange Risk Level and the presented changes would not go into effect until Buchanan County returns to the Yellow Risk Level. The Board packet included a staff survey detailing library staff response to Ms. Revels’ request. Discussion ensued and both Board members and staff members shared input on the requested change. **Rev. Kirk moved and Ms. Ward seconded to approve the update to the *Reopening Plans & Procedure* as presented. Five Board members in attendance voted “yes” and three voted “no.” Motion carried.** Ms. Revels was directed to have staff create two signs, one explaining the risk levels and detailing what level Buchanan County is currently in and a second sign encouraging patrons to continue to wear masks, to be displayed when Buchanan County is in the yellow or green risk level.

Shirley, Branch Manager of the East Hills Library, discussed the activities that have occurred at the branch since the pandemic began.

Under Board Discussion, Dr. Cadden reported that Doug Hutton will be joining the Board due to Sharon Wasson leaving. Hannah Kloepfer will be resigning from the Board of Trustees because she is moving to Kansas City in mid-July. Suggestions of names to submit to the Mayor’s office for her replacement were discussed.

There was no other Board discussion.

There was no public comment.

The next meeting of the Board of Trustees will be Monday, July 26, 2021 at 4:45 p.m. at the Washington Park Library.

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

Sharon Wasson
Secretary