

ST. JOSEPH PUBLIC LIBRARY
Meeting of the Board of Trustees
January 19, 2022, 6:30 p.m., East Hills Library/Zoom

MINUTES

The Board of Trustees of the St. Joseph Public Library met on January 19, 2022 at 6:30 p.m. at the East Hills Library with the option to attend via Zoom. Board members in attendance were Rosetta Ballew-Jennings, Mike Cadden, Doug Hutton, David Jordan, Brian Kirk, Elizabeth Latosi-Sawin, Kyla Ward, and Alison Schieber. Ingrid Woodbury was absent. Shirley Blakeney, Crystal Stuck, Jen Wildhagen, Jessica Poet, and Mary Beth Revels were present from the staff. There was no public or media present.

President Mike Cadden called the meeting to order and the roll call was taken.

Under approval of the minutes, **Ward moved and Jordan seconded to approve the minutes of the December 21, 2021 meeting of the Board of Trustees as presented. All Board members in attendance voted "yes." Motion carried.**

Rosetta Ballew-Jennings and Mary Beth Revels met with staff from the accountant's office the previous week and there was nothing of note to report. The accountants continue to keep a detailed watch on the financials. Tax revenues are up compared to previous years' receipts.

Rosetta Ballew-Jennings presented the financial reports for the month of December prepared by library staff and Liechti, Franken, Hilsabeck & Gawatz, LLC. Under approval of monthly expenditures, **Latosi-Sawin moved, Ward seconded, to approve checks #33166 through #33214, December electronic withdrawals and direct deposits, and journal entries. All Board members in attendance voted "yes." Motion carried.**

Ward moved and Jordan seconded to accept the financial reports prepared by library staff and the office of Liechti, Franken, Hilsabeck & Gawatz, LLC. All Board members in attendance voted "yes." Motion carried.

Mary Beth Revels informed the board that Cochran Head Vick & Co., P.C., who has completed the library's audit the last few years, has merged with Hood & Associates.

There was no other financial business.

Under old business, Mary Beth Revels updated the Board on the long range plan. OrangeBoy has begun the first step, setting up the "Savannah Dashboard" to analyze SJPL's patron base. The owner, Clark Swanson, will be meeting with Revels this week to go over the first steps to be taken. Cadden requested monthly updates on the process be included in the board packet.

There was no other old business.

Under new business, Mary Beth Revels presents Emergency policy 404c, “Long-term COVID-19 Response Plans and Procedures.” This policy will supersede current COVID-19 policies Emergency 404, “Epidemic and Public Emergency Policy” and 404a, “Reopening Plans and Procedures.” The intention is to enact a course of action in the libraries for the duration of the pandemic, keeping in place monitoring levels and responsive measures, while allowing the library to operate as fully and safely as possible. Following discussion, Rosetta Ballew-Jennings encourage SJPL to continue to offer alternative options for all patrons, particularly children’s programming. **Jordan moved and Ballew-Jennings seconded to accept the policy “Long-term COVID-19 Response Plans and Procedures” as presented. All Board members in attendance voted “yes”. Motion carried.**

Mary Beth Revels presented a new policy, Public Service 303, “Filming and Photography Policy” that addresses filming and photography in the public library buildings. As a limited public forum, SJPL is allowed to designate the time, place, and manner that filming and photography can take place. The library tends toward privacy for all patrons using the libraries, but permission can be granted for specific instances. **Ward moved and Ballew-Jennings seconded to accept the “Filming and Photography Policy” as presented. All Board members in attendance voted “yes”. Motion carried.**

Shirley Blakeney, East Hills Branch Manager, presented an amazing repurposing of plexiglass safety barriers the East Hills staff have undertaken. These plain plexiglass windows are being turned into faux stained glass windows, with multiple themes to be displayed in various places at the library.

There was no other new business.

Under the report of the Personnel Committee, Kyla Ward informed the board the director evaluations were near completion. There was a low staff response rate of 30%. The staff present expressed that new evaluation format was confusing. Some suggestions for increasing staff participation were to offer an incentive for completing it, to change the format to a range response with required comments, and to have a staff liaison on the personal committee who could answer questions from staff.

Mary Beth Revels provided the Director’s Report. The Downtown building inspection is almost complete. Circulation is up compared to last year, 40% for the month of December and 4% overall. The libraries continue to provide contactless service for patrons who prefer it. Washington Park has a “mitten tree” and Downtown has a warm clothes rack, for people to take items as needed. SJPL received a larger 3D printer donated by a patron, Robbie Johnson is educating himself on how to use it.

Library Advocacy Week is virtual again this year. Mary Beth Revels is going to attend Great Northwest Days at the Capitol, along with Alison Schieber, to be able to meet our local legislators face-to-face.

There was no public comment.

The next meeting of the Board of Trustees will be Wednesday, February 16, 2022 at 6:30 p.m. at the Washington Park Library.

There being no further business, **Ward moved and Ballew-Jennings seconded to adjourn the meeting. All Board members in attendance voted “yes.” Motion carried.**

Elizabeth Latosi-Sawin
Secretary

ST. JOSEPH PUBLIC LIBRARY
Personnel Committee Meeting
January 19, 2022, 7:30 p.m., East Hills Library

MINUTES

The Personnel Committee of the Board of Trustees of the St. Joseph Public Library met on January 19, 2022 at 7:30 p.m. at the East Hills Library. Committee members in attendance were Kyla Ward, Rosetta Ballew-Jennings, Mike Cadden, Doug Hutton and Elizabeth Latosi-Sawin. David Jordan and Alison Schieber were in attendance from the Library Board. Mary Beth Revels was present from the staff.

Kyla Ward called the meeting to order and the roll call was taken.

Under approval of the minutes, **Ballew-Jennings moved and Hutton seconded to approve the minutes of the December 21, 2021 meeting of the Board of Trustees as presented. All Board members in attendance voted "yes." Motion carried.**

There was no old business.

Under new business, **Ballew-Jennings moved and Cadden seconded to close the meeting under the authority granted by Section 610.021, subsection 13, RSMo, to discuss matters pertaining to individually identifiable personnel records, performance ratings, or records pertaining to employees or applicants for employment. All Committee members voted "yes." Motion carried.**

Mary Beth Revels exited the meeting and discussion ensued regarding the director's evaluation and the format for presenting it. **Hutton moved and Latosi-Sawin seconded to reopen the meeting. All Committee members voted "yes." Motion carried.**

Mary Beth Revels returned to the meeting and there was a short discussion of the director position. Revels was asked to review her listed job duties in preparation for a future meeting discussion about them.

The possibility of adding a staff member to the Personnel Committee for the purpose of providing a staff perspective of the evaluation form was briefly discussed and will continue to be considered.

There was no other new business.

Having no further business, **Hutton motion and Ballew-Jennings seconded to adjourn the meeting. All those in attendance voted "yes." Meeting adjourned.**

Elizabeth Latosi-Sawin
Secretary

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