

**ST. JOSEPH PUBLIC LIBRARY**  
Meeting of the Board of Trustees  
February 22, 2021, 4:45 p.m., Downtown Library/Zoom

CITY CLERK  
2021 FEB 25 AM 10:25

**MINUTES**

The Board of Trustees of the St. Joseph Public Library met on February 22, 2021 at 4:45 p.m. via Zoom with the meeting available for viewing at the Downtown Library. Board members in attendance were Rosetta Ballew-Jennings, Mike Cadden, Brian Kirk, Hannah Kleopfer, Elizabeth Latosi-Sawin, Alison Schieber, Kyla Ward, Sharon Wasson, and Ingrid Woodbury. Shirley Blakeney and Mary Beth Revels were present from the staff. No one was present from the media or public.

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

Under approval of the minutes, **Ms. Schieber moved and Ms. Woodbury seconded to approve the minutes of the January 25, 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 #32555 through #32603, January electronic withdrawals and direct deposits, and January journal entries. All Board members in attendance voted “yes.” Motion carried.**

Ms. Ballew-Jennings presented the financial reports for the month of January prepared by library staff and Liechti, Franken & Young, LLC. She and Ms. Revels met with an accountant a week ago and no concerns were noted. Ms. Ballew-Jennings reported the accounting office staff have paid closer attention to the financial reports since November when the district ran low on available operating funds. Ms. Woodbury asked for clarification on a credit to a January payroll tax expense line. Ms. Revels was unable to explain the credit and was to follow-up with the accountants and report back to the Board. **Ms. Ward 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.**

There were no other financial issues.

Under the report of the Director, Ms. Revels reported the four branches have reopened for patron visits. At the March meeting she will have photocopier bids to present and a purchase or lease recommendation for approval. Virtual Library Advocacy Week began today and she and Ms. Schieber or Dr. Cadden will be meeting with three of the four state legislators via Zoom over the week.

Under reports of committees, Ms. Ballew-Jennings and Dr. Cadden reported on plans to update the Board Bylaws and revamp Board committees. Dr. Cadden asked for volunteers to serve on a Budget Committee that will meet beginning in April to assist Ms. Revels in creating the 2021-2022 annual budget, a Personnel Committee that will meet after the annual meeting in July and provide an annual evaluation of the Library Director by the end of the calendar year, and a Nominating Committee. Each committee will consist of up to four Board members. Dr. Cadden plans to present an update of the Board Bylaws for discussion at the March meeting with a vote

to be held in April. Board members were asked to email Dr. Cadden to indicate on which committee or committees they would like to serve.

There was no old business.

Under new business, Ms. Revels presented a Reciprocal Borrowing Agreement between SJPL and Mid-Continent Public Library. Several Board members expressed enthusiasm for the agreement. **Ms. Schieber moved and Ms. Ward seconded to approve the Reciprocal Borrowing Agreement between the library district and Mid-Continent Public Library. All Board members in attendance voted “yes.” Motion carried.**

Shirley Blakeney, Branch Manager of the East Hills Library, gave an introduction to a monthly YouTube program *Mark’s Movie Madness* that is created by Mark Zvolanek with assistance from other library staff and volunteers. Ms. Revels played the most recent edition, *Mark’s Movie Madness: Winter*, for Board members.

Under other, Ms. Ballew-Jennings suggested providing lunch for all library employees during National Library Week which is April 4 – 10, along with a coffee and dessert bar on another day, and another gift to show special appreciation for library staff, all of whom have experienced extra pressure over the past year because of the COVID-19 pandemic. A monetary bonus was also suggested but Ms. Revels responded that is not legally allowed. **Ms. Woodbury moved, Ms. Ward seconded to provide lunch for all library staff members during National Library Week. All Board members in attendance voted “yes”. Motion carried.** Board members were asked to brainstorm other ideas for showing extra appreciation to the library staff. A Staff Appreciation Ad Hoc Committee was suggested and Dr. Cadden asked Board members to let him know if they are interested in serving on it.

Under Board Discussion, Dr. Cadden reminded Board members to notify him what committee or committees on which they would like to serve: Ad Hoc Staff Appreciation, Budget, Nominating, or Personnel.

There was no public comment.

The next meeting of the Board of Trustees will be Monday, March 22, 2021 at 4:45 p.m. The Board will meet via Zoom with the meeting available for viewing at the Downtown Library.

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

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Sharon Wasson  
Secretary