

**ST. JOSEPH PUBLIC LIBRARY**  
Nominating Committee Meeting  
April 20, 2022, 6:00 p.m., Carnegie Library/Zoom

**MINUTES**

The Nominating Committee of the Board of Trustees of the St. Joseph Public Library met on April 20, 2022 at 6:00 p.m. at the Carnegie Library with the option to attend via Zoom. Committee members in attendance were Kyla Ward, chair, Doug Hutton, and Alison Schieber. Mike Cadden, Rosie Ballew-Jennings, Elizabeth Latosi-Sawin, and Ingrid Woodbury were present from the Board of Trustees and Mary Beth Revels and Jessica Poet were present from the staff. No one attended from the public or media.

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

**Schieber moved, Hutton seconded to approve the minutes of the July 19, 2021 meeting as written. All Committee members in attendance voted “yes.” The motion carried.**

There was no old business.

Under new business the slate of officers for the 2022-2023 fiscal year was discussed.

Open Board positions were discussed. David Jordan has agreed to serve again. Some names of potential members were previously shared with Kyla Ward. Board members volunteered to double check if the people are willing to serve on the Board. Library staff will verify if the new Mayor would like names submitted by the library.

There was no public comment.

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

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Elizabeth Latosi-Sawin  
Secretary

**ST. JOSEPH PUBLIC LIBRARY**  
Meeting of the Board of Trustees  
April 20, 2022, 6:30 p.m., Carnegie Library/Zoom

CITY OF ST. JOSEPH  
2022 APR 27 PM 2:02

**MINUTES**

The Board of Trustees of the St. Joseph Public Library met on April 20, 2022 at 6:30 p.m. at the Carnegie Library. Board members in attendance were Rosetta Ballew-Jennings, Mike Cadden, Doug Hutton, David Jordan, Brian Kirk, Elizabeth Latosi-Sawin, Alison Schieber, Kyla Ward, and Ingrid Woodbury. Deanna Brown-Reith, Jessica Poet, 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 and the roll call was taken.

Under approval of the minutes, **Ward moved and Ballew-Jennings seconded to approve the minutes of the March 16, 2022 meeting of the Board of Trustees as presented. All Board members in attendance voted "yes." Motion carried.**

Under report of the treasurer, Rosetta Ballew-Jennings reported that there was nothing of note to report. There were no questions for or from the accountant. Under approval of monthly expenditures, **Jordan moved, Ward seconded, to approve checks #33311 through #33376, March electronic withdrawals and direct deposits, and journal entries. All Board members in attendance voted "yes." Motion carried.**

Rosetta Ballew-Jennings presented the financial reports for the month of March prepared by library staff and Liechti, Franken, Hilsabeck & Gawatz, LLC. Expenses were higher in March due to it being a three paycheck month. The Merchants and Manufactures sur tax usually received in March was not received until April this year, so it will be on next month's financial statements. **Schieber moved and Ward 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.**

There was no other financial business.

Under old business, Mary Beth Revels updated the Board on long range plan activities. So far there have been 519 patron surveys submitted. Soon there will be a survey released to non-library users. Sandy Swanson with OrangeBoy is going to provide information to Mary Beth soon regarding the stakeholder interviews. There was discussion regarding the length and nuances of the patron survey.

There was no other old business.

Under new business, Audrey Sheets presented information on a webinar training series she is taking on how to best work with people with mental illnesses. It was very beneficial and is available for all staff to view on a training service called Niche Academy.

There was no other new business.

Under the report of the Personnel Committee, Kyla Ward informed the board that the director evaluations were complete and the committee will meet again in late summer or fall to codify procedures for the next evaluation.

Under the report of the Nominating Committee, Kyla Ward informed the board that a new slate of officers was discussed and new potential board members will be contacted about being recommended to the mayor for appointment.

Under the report of the Budget Committee, Rosie Ballew-Jennings informed the board the budget committee would be meeting directly following the board meeting.

Mary Beth Revels provided the Director's Report. She introduced Deanna Brown-Reith the new Children's Department Manager at the Downtown Library. The state library updated the library district population based on the 2020 census with a 6% decrease from the 2010 census. This will result in a lower funding from the state since it is based on population numbers. She discussed library programming and reported a student has graduated from Excel High School, with second person close to graduating. The library plans to hold an annual graduation ceremony for graduates.

Mary Beth Revels also reported on her recent trip to the Public Library Association Conference held in Portland, Oregon. She and Jenny Ellis from the Carnegie Library attended and felt the conference was very beneficial. I

There was no Board Discussion.

There was no Public Comment.

The next meeting of the Board of Trustees will be Wednesday, May 18, 2022 at 6:30 p.m. at the East Hills Library.

There being no further business, **Schieber moved and Ward seconded to adjourn the meeting. All Board members in attendance voted "yes." Motion carried.**

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Elizabeth Latosi-Sawin  
Secretary

**ST. JOSEPH PUBLIC LIBRARY**  
Budget Committee Meeting  
April 20, 2022, 7:15 p.m., Carnegie Library/Zoom

CITY CLERK

2022 APR 27 PM 2:02

**MINUTES**

The Budget Committee of the Board of Trustees of the St. Joseph Public Library met on April 20, 2022 at 7:15 p.m. at the Carnegie Library with the option to attend via Zoom. Committee members in attendance were Rosetta Ballew-Jennings, chair, Mike Cadden, Brian Kirk, David Jordan, and Ingrid Woodbury. Mary Beth Revels and Jessica Poet were present from the staff. No one was present from the public or media.

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

Under approval of the minutes, **Woodbury moved, Jordan seconded to approve the minutes of the June 28, 2022 Budget Committee meeting as presented. All Committee members in attendance voted “yes.” The motion carried.**

There was no old business.

Under new business, Mary Beth Revels presented a preliminary budget draft. As a precaution, the budget reflects a bit less in tax revenue for next year. There were also two line items added, one for cleaning services and one for mobile hotspots. There was discussion on ways to get the budget balanced before it is presented to the Board for approval.

The costs associated with acquiring the entire Downtown library building were also discussed. A targeted capital campaign was suggested as a solution and will be explored.

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

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Jessica Poet  
Secretary Pro Tempore