

CITY CLERK

ST. JOSEPH PUBLIC LIBRARY
Meeting of the Board of Trustees
May 24, 2021, 4:45 p.m., Downtown Library/Zoom

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MINUTES

The Board of Trustees of the St. Joseph Public Library met on May 24, 2021 at 4:45 p.m. via Zoom with the option to attend in person at the Downtown Library. Board members in attendance were Mike Cadden, Brian Kirk, Elizabeth Latosi-Sawin, Kyla Ward, and Sharon Wasson. Rosetta Ballew-Jennings, Hannah Kleopfer, Alison Schieber, and Ingrid Woodbury were absent. 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. Ward seconded to approve the minutes of the April 26, 2021 meeting of the Board of Trustees as presented. All Board members in attendance voted “yes.” Motion carried.**

Under approval of monthly expenditures, Board members expressed appreciation for the additional information that was provided on the pages listing checks paid. Dr. Cadden noted Ms. Ballew-Jennings requested the change in order to provide more details to Board members about expenditures. **Ms. Wasson moved, Ms. Ward seconded, to approve checks #32717 through #32773, April electronic withdrawals and direct deposits, and April journal entries. All Board members in attendance voted “yes.” Motion carried.**

Dr. Cadden presented the financial reports for the month of April prepared by library staff and Liechti, Franken & Young, LLC. He and Ms. Revels met with an accountant a week ago and no concerns were noted. Ms. Ballew-Jennings recently asked Ms. Revels to provide a numbered financial packet to make discussion of the reports easier. **Ms. Ward moved and Rev. Kirk 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 reported on the many and varied activities at the library in April. She also reported the annual statistical counts were able to be completed in April. They were not conducted in 2020 due to the pandemic.

Under reports of committees, Dr. Cadden reported that the Budget Committee met the previous week to discuss the 2021/2022 budget draft. He noted Ms. Revels presented a fiscally conservative budget and answered all questions that committee members raised. A final version of the budget will be voted on at the June 21, 2021 committee meeting. It will be presented at the June Board meeting for final approval.

There were no other reports of committees.

Under old business, Dr. Cadden noted the updated bylaws were included in the Board packet and asked if anyone would like to discuss them further. No questions were raised.

Ms. Revels reminded Board members that the “Effective Library Boards” webinar series from the Missouri State Library will begin in July. She was directed to send an email reminder to Board members about it.

There was no other old business.

Under new business, Ms. Revels presented an update to the *Reopening Plans & Procedures*. The update cleans up language in the document, dictates that the library will operate at the same service level when Buchanan County is in the yellow or orange risk level related to the COVID-19 pandemic, and removes the face mask requirement when Buchanan County is in the green risk level. Discussion ensued. **Rev. Kirk moved and Dr. Latosi-Sawin seconded to approve the update to the *Reopening Plans & Procedure* as presented. All Board members in attendance voted “yes.” Motion carried.**

Audrey Sheets, Branch Manager of the Carnegie Library, discussed several webinars she has viewed by Ryan Dowd who runs a homeless shelter in Chicago. He offers interesting and helpful monthly webinars that are relevant to library employees. Recordings of the webinars are also available to view on the library’s Staff Niche Academy database. Ms. Sheets also discussed webinars she frequently views related to pre-published books to aid in the selection of new materials for the Carnegie Library.

Under Board Discussion, Dr. Cadden surveyed Board members about their interest in returning to in-person meetings. All Board members in attendance expressed readiness to return to meeting in person. Dr. Cadden will send an email to all Board members so those not able to attend today’s meeting will have the opportunity to share their opinion.

There was no other Board discussion.

There was no public comment.

The next meeting of the Board of Trustees was tentatively set for Monday, June 28, 2021 at 4:45 p.m. at the East Hills Library.

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

Sharon Wasson
Secretary