

CITY CLERK

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ST. JOSEPH PUBLIC LIBRARY

Meeting of the Board of Trustees

August 2, 2021, 4:45 p.m., Washington Park Library/Zoom

MINUTES

The Board of Trustees of the St. Joseph Public Library met on August 2, 2021 at 4:45 p.m. at the Washington Park Library with the option to attend via Zoom. Board members in attendance were Rosetta Ballew-Jennings, Mike Cadden, Doug Hutton, Brian Kirk, Elizabeth Latosi-Sawin, Alison Schieber, Kyla Ward, and Ingrid Woodbury. Karen Schultz, Sarah Schreimann, Jessica Poet, 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, **Ms. Ballew-Jennings moved and Ms. Ward seconded to approve the minutes of the July 27, 2020 annual meeting of the Board of Trustees as presented. All Board members in attendance voted “yes.” Motion carried.**

Ms. Ward presented the slate of officers for the 2021-2022 fiscal year:

President	-	Mike Cadden
Vice President	-	Kyla Ward
Secretary	-	Elizabeth Latosi-Sawin
Treasurer	-	Rosetta Ballew-Jennings

Ms. Ward moved and Rev. Kirk seconded to approve the officers for 2021-2022 fiscal year for the Board of Trustees as presented. All Board members in attendance voted “yes.” Motion carried.

Ms. Ward gave the report for the Nominating Committee. Ms. Ward and Ms. Revels have been in discussion with people about filling the open seat on the Board. Ms. Ward will move forward with presenting David Jordan to the City Clerk to fill the seat. The committee proposes that the Board create a short list to have on hand should there be future openings. Consensus was for each Board member to reflect on this and discuss with potential interested candidates and bring two names to add to the list at the September meeting. Any questions about residency qualifications for members can be brought to Ms. Revels.

Under approval of the monthly minutes, **Ms. Ward moved and Ms. Ballew-Jennings seconded to approve the minutes of the June 28, 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, Rev. Kirk seconded, to approve checks #32829 through #32886, June electronic withdrawals and direct deposits, and June journal entries. All Board members in attendance voted “yes.” Motion carried.**

Ms. Ballew-Jennings presented the financial reports for the month of June prepared by library staff and Liechti, Franken & Young, LLC. Ms. Ballew-Jennings reported that she and Ms. Revels had an uneventful meeting with staff from the accountant’s office. Ms. Ballew-Jennings reported the library is ending the fiscal year financially solid with no “money crunching” issues anticipated this winter. **Rev. Kirk 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 the library returned to contactless service on July 21st, due to being in the red risk level for seven consecutive days. So far, patrons have been understanding and there has been very little negative feedback.

In August, the Board will set the tax rate for the upcoming year. The maximum tax rate has been calculated by the Auditor and the paperwork received. The public hearing will be held at the next meeting.

The Summer Reading Program ended on July 31st. The final shindig was held at the Felix Street Square, roughly 50 people attended. The area was not too crowded, the Library staff wore masks, and several other organizations participated, including United Way and Parents as Teachers.

Looking towards the annual report that will be out soon, the circulation numbers show books continue to be checked out more than anything else. E-content can now be considered the second largest “branch” of the library, surpassing the Downtown Library in content checked out.

There were no reports of committees.

Under old business, Dr. Cadden asked for any discussion or changes regarding the letter to the SJSD. A change in punctuation was suggested and agreed upon. **Ms. Ward moved and Dr. Latosi-Sawin seconded to send the letter to the St. Joseph School District. All Board members in attendance voted “yes.” Motion carried.**

There was no other old business.

Under new business, Dr. Cadden advised the Board that two members needed to be appointed to serve on the Library Foundation for the upcoming year. Dr. Cadden and Ms. Ballew-Jennings served the previous year and would be happy to serve again if appointed, though other nominations or recommendations were welcome. **Dr. Latosi-Sawin moved and Ms. Ward seconded to appoint Dr. Cadden and Ms. Ballew-Jennings to serve on the Library Foundation for the upcoming year. All Board members in attendance voted “yes.” Motion carried.**

There was no other new business.

Ms. Karen Schultz, Branch Manager, and Ms. Sarah Schreimann, Senior Library Assistant for Children’s and Teen Programming discussed the activities that have occurred at Washington Park this summer.

Under Board Discussion, Dr. Cadden discussed the importance of identifying short and long term plans and goals for the Library.

The Personnel Committee will be getting to work soon, those serving on that committee should expect to receive an email from Ms. Ward regarding that. Ms. Revels reported there was an error on Committee Assignments, Doug Hutton should be listed on the Personnel Committee, not the Budget Committee.

There was no other Board discussion.

There was no public comment.

The next meeting of the Board of Trustees will be Monday, August 23, 2021 at 4:45 p.m. at the Downtown Library. There will be a public hearing for the tax rate.

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

Elizabeth Latosi-Sawin
Secretary