

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

CITY CLERK
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MINUTES

The Board of Trustees of the St. Joseph Public Library met on March 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, Elizabeth Latosi-Sawin, Alison Schieber, Sharon Wasson, and Ingrid Woodbury. Hannah Kleopfer and Kyla Ward were absent. Karen Schultz 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, **Dr. Latosi-Sawin moved and Ms. Ballew-Jennings seconded to approve the minutes of the February 22, 2021 meeting of the Board of Trustees as presented. All Board members in attendance voted “yes.” Motion carried.**

Under approval of monthly expenditures, **Ms. Woodbury moved, Rev. Kirk seconded, to approve checks #32604 through #32653, February electronic withdrawals and direct deposits, and February journal entries. All Board members in attendance voted “yes.” Motion carried.**

Ms. Ballew-Jennings presented the financial reports for the month of February 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 and Ms. Revels answered questions related to the financial reports. **Ms. Woodbury 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.**

Under the Payroll Tax Credit follow-up Ms. Revels reported that the library repaid \$19,282.99 in CARES Act payroll tax credits that had been received in error. The library unknowingly began receiving the tax credits in May 2020. As a government entity the library is not eligible to receive the credits. Ms. Revels worked with Paycor, the payroll company the library uses, to fix the issue.

Under Accounting Services discussion, Ms. Ballew-Jennings explained the library pays \$720 per month for the accounting firm to compile reports, print checks, and host a monthly meeting with the Board Treasurer and Library Director. Another level of accounting or bookkeeping services would be helpful to both the Board and library staff. Ms. Revels was asked to contact the current accountant to find out if they can provide a more extensive level of accounting services.

There were no other financial issues.

Under the report of the Director, Ms. Revels reported that circulation has dropped nearly 50% as compared to pre-pandemic levels. The library was in the beginning stages of developing a long-range plan in February 2020 and stopped the process due to the pandemic. Over the last month Ms. Revels has talked with two companies that assist with the development of plans. She will bring a planning proposal to the Board within the next few months.

Under reports of committees, Dr. Latosi-Sawin reported that tote bags are being ordered for staff for National Library Week, April 4 - 10. The totes will feature an inspirational library quote along with the library logo. Lunch will also be provided for staff during the week. Three branches will have the lunch on Tuesday and one on Wednesday.

There was no old business.

Under new business, Ms. Revels presented photocopier bids from eight companies. She recommended purchasing five Canon copiers from SumnerOne. **Dr. Latosi-Sawin moved and Ms. Woodbury seconded to approve the purchase of five photocopiers from SumnerOne. All Board members in attendance voted “yes.” Motion carried.**

Ms. Revels presented an update to the *Reopening Plans & Procedures*. The changes reflect current practices. Ms. Revels expects additional updates will be presented to the Board as the library moves to remove restrictions as pandemic case numbers continue to improve. Board members expressed appreciation to Ms. Revels and the Administrative Council for frequently updating the document. **Ms. Schieber moved and Ms. Ballew-Jennings seconded to approve the update to the *Reopening Plans & Procedures*. All Board members in attendance voted “yes.” Motion carried.**

Dr. Cadden presented changes to the Bylaws, Article V: Committees, Sections 1 & 2. Dr. Latosi-Sawin questioned some of the Duties of the Board of Trustees listed in Article III: Sections 6, 10, and 13. Ms. Revels explained #10 refers to the Collection Development Policy. Dr. Cadden suggested the Board continue to review the bylaws for further discussion and revision. Members expressed readiness to vote on the changes presented by Dr. Cadden. **Dr. Latosi-Sawin moved and Ms. Woodbury seconded to edit the Bylaws, Article V: Committees, Sections 1 & 2 as presented by Dr. Cadden. All Board members in attendance voted “yes.” Motion carried.**

Karen Schultz, Branch Manager of the Washington Park Library, presented information about a new reading reward program being offered at the branch using 15 “Storytime-to-Go Kits” that were created by library staff. The themed kits are targeted to families with children from birth to six years old and contain three picture books, two board books, and one DVD. Families who complete the program, by checking out all 15 kits, will receive a prize.

Under Board Discussion, Dr. Cadden led a discussion on making sure library staff feel like they have access and are welcome to contact Board members. Ideas were discussed and the discussion will continue at the next monthly Board meeting.

There was no public comment.

The next meeting of the Board of Trustees will be Monday, April 26, 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 Rev. Kirk seconded to adjourn the meeting. Motion carried.**

Mary Beth Revels
Secretary Pro Tempore