

**ST. JOSEPH PUBLIC LIBRARY**  
Meeting of the Board of Trustees  
October 20, 2021, 6:30 p.m., East Hills Library/Zoom

CITY CLERK

2021 OCT 26 AM 10:28

**MINUTES**

The Board of Trustees of the St. Joseph Public Library met on October 20, 2021 at 6:30 p.m. at the East Hills Library with the option to attend via Zoom. Board members in attendance were Rosetta Ballew-Jennings, Mike Cadden, Doug Hutton, David Jordan, Elizabeth Latosi-Sawin, Alison Schieber, and Kyla Ward. Brian Kirk and Ingrid Woodbury were absent. Shirley Blakeney, Crystal Stuck, 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 and the roll call was taken.

Under approval of the minutes, **Ballew-Jennings moved and Ward seconded to approve the minutes of the September 29, 2021 meeting of the Board of Trustees as presented. All Board members in attendance voted “yes.” Motion carried.**

Rosetta Ballew-Jennings presented the financial reports for the month of September prepared by library staff and Liechti, Franken & Young, LLC. She reported that she and Ms. Revels had another uneventful meeting with staff from the accountant’s office. Under approval of monthly expenditures, **Latosi-Sawin moved, Hutton seconded, to approve checks #33016 through #33067, September electronic withdrawals and direct deposits, and September journal entries. All Board members in attendance voted “yes.” Motion carried.**

Rosetta Ballew-Jennings pointed out that, looking at the comparison tables in the report, things are fairly steady with little fluctuation compared to previous years though tax revenue is currently below project receipts. A question was posed regarding rental income and Mary Beth Revels reminded the board the Visitor’s Bureau pays 10% of the utilities at East Hills as their rental fee and there has never been a rental charge for meeting rooms at any of the branches, so no lost rental income was lost due to Covid-19. **Jordan moved and 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.**

Under the report of the Director, Mary Beth Revels reminded the board that the library reopened for in-person library visits on September 20, 2021. Rosetta Ballew-Jennings planted native Missouri plants in the statue garden at the East Hills Library. Youth Service librarians from the various branches created library information packets for the school librarians in town and also gave each some books for their school. Revels has found a second company that does long-range planning for libraries and should have more information to present to the board at the November meeting. The annual auditor’s report should also be ready to present at that time. The Friends of the Library annual book sale brought in \$14,000.

Under reports of committees Kyla Ward informed the board she had emailed the Personnel Committee to set up a date and time for their meeting to begin the process of the library director’s performance evaluation.

President Mike Cadden reminded the board to send suggestions for potential board members to Kyla Ward to have on hand for the mayor should the need arise.

Under old business, Mary Beth Revels explained MO Evergreen requested a memorandum of understanding to start the process of conversion for the integrated library system and get on their calendar. MO Evergreen only takes on one or two libraries a year. SirsiDynix will also need to be notified of the intent to change providers in 2023. Switching to MO Evergreen will be cost saving and resource expanding. Sirsi will charge to remove records but that cost should be offset with grant funding. **Latosi-Sawin moved and Ballew-Jennings seconded to approve signing the Memorandum of Agreement. All Board members in attendance voted “yes.” Motion carried.**

Mary Beth Revels reminded the board of upcoming training from the State Library entitled “The Art of The Board Meeting”. It will be at 7 pm on November 9<sup>th</sup>, all board members are welcome to view the training at the Downtown Library.

Under new business, President Mike Cadden opened the floor for discussion of the proposed changes to the Reopening Plan and Procedures policy. He suggested the Board could approve the policy as presented, suggest additional changes to the policy, or table the discussion for a later meeting. Discussion ensued. **Hutton moved, and Ballew-Jennings seconded to table the proposed amendments until the November meeting. A show of hands vote was taken, 5 for and 2 against. Motion carried.** After additional discussion, **Jordan moved, and Hutton seconded to reopen discussion on the proposed amendments. All Board members in attendance voted “yes.” Motion carried.**

After much discussion, **Jordan moved, and Ward seconded to accept the proposed amendments as presented. A show of hands vote was taken, 6 for and 1 against. Motion carried.**

Mary Beth Revels presented information on the three VoIP (Voice over Internet Protocol) proposals received for phone service at the library. Changing from POTS (plain old telephone service) to VoIP will save money and make available new phone features for staff. **Ballew-Jennings moved, and Ward seconded to accept the proposed RFP from TrueVoip as presented. All Board members in attendance voted “yes.” Motion carried.**

There was no other new business.

There was no public comment.

A brief recess was taken and then Shirley Blakeney provided a tour of the East Hills Library, sharing information regarding new set ups and services offered for patrons. The meeting was adjourned by consensus.

The next meeting of the Board of Trustees will be Wednesday, November 17, 2021 at 6:30 p.m. at the Washington Park Library.

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Elizabeth Latosi-Sawin  
Secretary