

**ST. JOSEPH PUBLIC LIBRARY**  
Meeting of the Board of Trustees  
February 16, 2023, 5:30 p.m., Downtown Library

**MINUTES**

The Board of Trustees of the St. Joseph Public Library met on February 16, 2023 at 5:30 p.m. at the Downtown Library. Board members in attendance were Joshua Bachman, Rosetta Ballew-Jennings, Mike Cadden, Bobbie Cronk, David Jordan, Elizabeth Latosi-Sawin, Kyla Ward, and Tona Williams. Brian Kirk was absent. Jen Wildhagen and Mary Beth Revels were present from the staff. No one was present from the public or media.

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

Under approval of the minutes, **Jordan moved and Cadden seconded to approve the minutes of the January 19, 2023 meeting of the Board of Trustees as presented. All Board members in attendance voted “yes.” Motion carried.**

David Jordan asked for questions regarding pages 1-8 of the financial reports. **Bachman moved and Ward seconded to approve checks #33918 through #33965, January electronic withdrawals, direct deposits, and journal entries. All Board members in attendance voted “yes.” Motion carried.**

David Jordan reported that he and Mary Beth Revels met with accountant Tim Gawatz the previous week. Tax revenue was down in January as compared to previous years, but the shortage was eliminated with the February deposits. **Ward moved and Bachman seconded to approve the monthly 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 the reports of committees, Kyla Ward reported on behalf of the Personnel Committee. Surveys were sent to staff and Board members and a reminder was sent to staff on February 8<sup>th</sup>. Twenty-three staff members have responded to date. Kyla encouraged all Board members to complete the director evaluation.

There were no other reports of committees.

Under old business Mary Beth Revels reported that a draft of the long-range plan should be ready to discuss at the next meeting.

Under Collection Development Policy Update, **Cronk moved and Williams seconded to approve the Collection Development Policy as presented. All Board members in attendance voted “yes.” Motion carried.**

There was no other old business.

Under new business, Mary Beth Revels presented an update to the library’s mission and vision statements along with a new tagline. Discussion ensued and Mary Beth was asked to get

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additional feedback from staff to try to help encapsulate in a few words the library as a physical place and virtual space.

Mary Beth Revels presented an update to the Gifts and Donations to SJPL Policy. **Ward moved and Jordan seconded to approve the policy as presented. All Board members in attendance voted “yes.” Motion carried.**

Mary Beth Revels requested to change the East Hills Library hours to match the Downtown hours, meaning the library would close at 8 p.m. Monday through Thursday instead of at 9 p.m. Revels commented the library does not have enough activity between 8 and 9 to warrant staying open. **Bachman moved and Ward seconded to change the East Hills Library hours as requested. All Board members in attendance voted “yes.” Motion carried.**

Jen Wildhagen, Downtown Library Branch Manager, discussed an historic map of South St. Joseph that was recently donated by a young patron and shared information about the entire archives collection in general.

Mary Beth Revels presented the Director’s Report. Her main focus for the next few months will be the library’s migration to the Missouri Evergreen Consortium. She attended Library Advocacy Day with Alison Schieber and was able to visit with all our local legislators. Circulation numbers continue to improve over the previous year and while January is a light programming month, several programs were offered.

Under Board Discussion, the Administration & Governance section of *Missouri Public Library Standards* was reviewed. As a follow-up from the January meeting, Revels provided pricing information for trustees to join the Missouri Library Association and American Library Association. The Board will discuss the Finances section at the next meeting.

There was no Public Comment.

The next meeting of the Board of Trustees will be Thursday, March 16, 2023 at 5:30 p.m. at the Carnegie Library.

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

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Elizabeth Latosi-Sawin  
Secretary