

CITY CLERK

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ST. JOSEPH PUBLIC LIBRARY
Meeting of the Board of Trustees
March 16, 2022, 6:30 p.m., Downtown Library

MINUTES

The Board of Trustees of the St. Joseph Public Library met on March 16, 2022 at 6:30 p.m. at the Downtown Library. Board members in attendance were Mike Cadden, Doug Hutton, Brian Kirk, Elizabeth Latosi-Sawin, Alison Schieber, and Kyla Ward. Rosetta Ballew-Jennings, David Jordan, and Ingrid Woodbury were absent. Jen Wildhagen, Jessica Poet, and Mary Beth Revels were present from the staff. There was no public present. There was no media present.

President Mike Cadden called the meeting to order and the roll call was taken.

Under approval of the minutes, **Kirk moved and Ward seconded to approve the minutes of the February 16, 2022 meeting of the Board of Trustees as presented. All Board members in attendance voted "yes." Motion carried.**

Under report of the treasurer, Mike Cadden gave Rosetta Ballew-Jennings report in her absence. She and Mary Beth Revels met with staff from the accountant's office and there was nothing of note to report. They discussed budget categories that were over or nearing their budget. The accountant also inquired about any upcoming large purchases or tax money coming in. Revels answered a questions regarding the frequency of paying book vendor Baker & Taylor and the reissuance of checks. Under approval of monthly expenditures, **Ward moved, Schieber seconded, to approve checks #33260 through #33310, February electronic withdrawals and direct deposits, and journal entries. All Board members in attendance voted "yes." Motion carried.**

Mary Beth Revels presented the financial reports for the month of February prepared by library staff and Liechti, Franken, Hilsabeck & Gawatz, LLC. She answered a question regarding how the library handles wage inflation and wages. **Ward moved and Schieber seconded to accept the financial reports prepared by library staff and the office of Liechti, Franken, Hilsabeck & Gawatz, LLC. All Board members in attendance voted "yes." Motion carried.**

Mary Beth Revels reminded the Board that they had agreed to use money from the Shirley Bradley bequest reserve account for improvements at the Downtown Library this year. A new microfilm machine has already been purchased and a "roaming" kitchen has been ordered. Revels will be moving money from the reserve account to cover these expenses.

There was no other financial business.

Under old business, Mary Beth Revels updated the Board on long range plan activities. Key informant interviews have been conducted by OrangeBoy staff and she will be receiving

the findings from those soon. Sandy Swanson from OrangeBoy has visited all branches and is working on a draft of a patron survey that will be issued in April.

The Board has looked over the Personnel Manual and consensus is it only needs minor editorial changes. **Ward moved and Schieber seconded to accept the Personnel Manual as presented and allow Mary Beth to make editorial changes as needed. All Board members in attendance voted “yes.” Motion carried.**

There was no other old business.

Under new business, Jen Wildhagen presented information on her “roaming kitchen” from EdibleEdu. The possibilities for programming are numerous using this new equipment and there are opportunities to get the community involved. The library will work with the St. Joseph Health Department to ensure everything is handled appropriately and safely. There were some questions regarding warranty and upkeep that will be answered at the next meeting.

There was no other new business.

Under the report of the Personnel Committee, Kyla Ward informed the board that immediately following the meeting the Personnel Committee will be discussing procedures for the future. She and Mike Cadden are meeting with Mary Beth Revels after the meeting to present her evaluation.

Mary Beth Revels provided the Director’s Report. Misty Snider has accepted the position of Children’s Department Manager at East Hills. Interviews are ongoing for the Downtown Children’s Manager. Normal library hours resumed on February 28th and last week the COVID-19 numbers dropped into the yellow range allowing masks to be optional at all branches. At the Friends of the Library meeting last week, Friends members voted to provide funding for five more students to participate in the Excel High School program and earn their diploma. There are currently 19 students on the waiting list for seats. The library would like to hold a yearly graduation ceremony for students who earn their diploma. Mike Cadden asked if it would be possible to provide a version of the monthly report to the public, as it is so helpful and encouraging to see all that the libraries are doing every month.

Mary Beth Revels provided feedback on the Ellison-Auxier report. Ron Auxier said nothing they found made him panic and he is happy to come give a detailed report to the board when they would like it. The St. Joseph School District timeline for moving out of the building is projected to be July 2022. Mike Cadden informed the board that a discussion regarding the ceiling and carpets and corresponding expenses will be a future discussion. Mary Beth Revels reported the school district is supposed to resume work on the Downtown Library’s front wall and get the work completed before they leave the building.

The East Hills library has hired Advanced Cleaning Systems to fill the open custodian spot. The costs of this cleaning company is approximately half the cost of hiring a new custodian and is going well.

Under Board Discussion Mike Cadden reminded members that there will be a discussion in the future about increasing public community outreach.

The next meeting of the Board of Trustees will be Wednesday, April 20, 2022 at 6:30 p.m. at the Carnegie Library.

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

Elizabeth Latosi-Sawin
Secretary

ST. JOSEPH PUBLIC LIBRARY
Personnel Committee Meeting
March 16, 2022, 7:30 p.m., Downtown Library

MINUTES

The Personnel Committee of the Board of Trustees of the St. Joseph Public Library met on March 16, 2022 at 7:30 p.m. at the Downtown Library. Committee members in attendance were Kyla Ward, Mike Cadden, Doug Hutton and Elizabeth Latosi-Sawin. Rosetta Ballew-Jennings was absent. Jessica Poet and Mary Beth Revels was present from the staff.

Kyla Ward called the meeting to order and the roll call was taken.

Under approval of the minutes, **Hutton moved and Latosi-Sawin seconded to approve the minutes of the January 19, 2022 meeting of the Board of Trustees as presented. All Board members in attendance voted “yes.” Motion carried.**

Under old business the process and procedures of completing the Director’s evaluation were discussed. The committee reviewed the survey instruments used previously and looked at other libraries evaluation forms. A survey was developed for staff with a 32% response rate while the survey provided to the Board had a 78% response rate. Some staff expressed confusion at the staff form because there was not a rating system and the request to respond both about the director and the position itself. Staff were really only asked to respond to six questions so the committee will reformat the survey next year to make that clearer.

Committee members discussed a timeline of reviewing and revising the evaluation surveys in September, issuing the surveys in October, compiling the data received in November and holding the discussion with the director in December.

Asking the director to complete a self-evaluation was discussed.

Kyla Ward plans to compile a notebook of procedures, along with copies of the staff and Board surveys, to pass along to next year’s committee. The plan is to conduct the evaluation annually.

It was noted that Ward and Cadden would be meeting with Revels after the meeting to present and discuss her annual evaluation.

There was no other old business.

There was no new business.

Having no further business, **Latosi-Sawin motion and Hutton seconded to adjourn the meeting. All those in attendance voted “yes.” Meeting adjourned.**

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CITY OF ST. JOSEPH

Elizabeth Latosi-Sawin
Secretary