

3-2023  
CITY CLERK

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ST. JOSEPH PUBLIC LIBRARY  
Meeting of the Board of Trustees  
March 16, 2023, 5:30 p.m., Carnegie Library

### MINUTES

The Board of Trustees of the St. Joseph Public Library met on March 16, 2023 at 5:30 p.m. at the Carnegie Library. Board members in attendance were Rosetta Ballew-Jennings, Bobbie Cronk, David Jordan, Brian Kirk, Elizabeth Latosi-Sawin, Kyla Ward, and Tona Williams. Joshua Bachman and Mike Cadden was absent. Audrey Sheets, Jessica Poet 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, **Ward moved and Cronk seconded to approve the minutes of the February 16, 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 1-9 of the financial reports. **Ward moved and Kirk seconded to approve checks #33966 through #34020, February 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 earlier in the week. Tax revenue is caught up and on track to exceed budget expectations. **Cronk moved and Ward 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.**

Mary Beth Revels reported that the funds from the Shirley Bradley trust have been spent. The microfilm machine, the book scanner, and the mobile kitchen all display a plaque showing they were purchased by funds from the Shirley Bradley Trust. Mary Beth will prepare information for the board to vote at the next meeting to close this account.

There was no other financial business.

Under reports of committees, Kyla Ward reported on behalf of the Personnel Committee. Kyla is compiling the survey results and will send them to the committee. The Personnel Committee will likely meet in April to finalize the director's review.

There were no other reports of committees.

Under old business, Mary Beth Revels presented a draft of the long range plan created by SJPL staff and OrangeBoy. There was discussion on strategy, action plans, and measurements. Mary Beth is going to make the suggested additions and will change 'customer' to 'patron' along with defining the age group terms throughout the plan.

Mary Beth Revels presented revisions to the Mission, Vision, and Values for SJPL. **Latosi-Sawin moved and Ward seconded to approve the Mission, Vision, and Values as presented. All Board members in attendance voted "yes." Motion carried.**

Mary Beth Revels presented the latest information regarding discussion with the St. Joseph School District and the elevator and HVAC system.

There was no other old business.

Under new business, Mary Beth Revels presented a revision to the Behavior Policy. The suggested changes are to clear up confusion and bring the behavior policy in line with the internet policy. Two other edits were suggested for the policy. **Latosi-Sawin moved and Kirk seconded to approve the policy as amended. All Board members in attendance voted “yes.” Motion carried.**

Audrey Sheets, Carnegie Library Branch Manager, presented information on some of the ways libraries operated when she first started working for SJPL more than 40 years ago.

There was No other new business.

Mary Beth Revels presented the Director’s Report. Circulation continues to improve over last year, and in February, over 60 programs took place with more than 1,000 people in attendance. The appraisal for the Downtown building has been received, the building is appraised at \$1.3 million. This past month, it was discovered that ownership of the park at Washington Park ownership never properly transferred to SJPL twenty-three years ago. It has now been taken care of. Library staff is continuing to prepare for the migration to the new cataloging system. The library will be closed April 3rd and until 1 p.m. on April 4<sup>th</sup> for in-person staff training on the new system.

Under Board Discussion, the Finances section of *Missouri Public Library Standards* was reviewed.

There was no Public Comment.

The next meeting of the Board of Trustees will be Thursday, April 20, 2023 at 5:30 p.m. at the East Hills Library.

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

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Elizabeth Latosi-Sawin  
Secretary