

ST. JOSEPH PUBLIC LIBRARY
Budget/Personnel Committee Meeting
March 26, 2019, 4:45 p.m., Carnegie Library

2019 MAR 28 AM 9:48

MINUTES

The Budget/Personnel Committee of the Board of Trustees of the St. Joseph Public Library met on March 26, 2019 at 4:55 p.m. in the Carnegie Library. Committee members in attendance were Alison Schieber, Dan Mefford, and Ingrid Woodbury. Kyla Ward and Brad Weil were absent. Mike Cadden, Elizabeth Latosi-Sawin, Sharon Wasson, and John Welch were present from the Board of Trustees. Deloris Foster and Mary Beth Revels were present from the staff. No one attended from the public or media.

Mr. Mefford called the meeting to order and the roll call was taken.

Under approval of the minutes, **Ms. Schieber moved, Ms. Woodbury seconded to approve the minutes of the February 19, 2019 meeting as presented. All Committee members in attendance voted "yes." The motion carried.**

Under old business, Mr. Mefford presented the expense and revenue comparison tables. No concerns were reported.

The Director Review Forms were discussed. **Ms. Woodbury moved and Ms. Schieber seconded to recommend to the full Board that the director review forms be approved as presented. All Committee members in attendance voted "yes." The motion carried.**

Discussion on the wage scale review was delayed until the full Board meeting due to the lateness of the hour.

There was no other old business.

Ms. Mefford presented the financial reports submitted by Liechti, Franken & Young, LLC. Ms. Revels met with the accountant the previous week. The library remains within budget overall. **Ms. Schieber moved and Ms. Woodbury seconded to recommend to the full Board the approval of the financial reports as prepared by the office of Liechti, Franken & Young, LLC. All Committee members in attendance voted "yes." The motion carried.**

Mr. Mefford presented the February Adjusting Journal Entries submitted by Liechti, Franken & Young, LLC. **Ms. Woodbury moved and Ms. Schieber seconded to recommend to the full Board the approval of the adjusting journal entries submitted by the office of Liechti, Franken & Young, LLC. All Committee members in attendance voted "yes." The motion carried.**

There was no other new business.

The next meeting of the Budget/Personnel Committee is scheduled for April 23, 2019, at 4:45 p.m. at the East Hills Library.

There being no further business, **Ms. Schieber moved and Ms. Woodbury seconded to adjourn the meeting. Motion carried.**

Elizabeth Latosi-Sawin
Secretary

ST. JOSEPH PUBLIC LIBRARY
Meeting of the Board of Trustees
March 26, 2019 5:00 p.m., Carnegie Library

CITY CLERK

2019 MAR 28 AM 9:48

MINUTES

The regular monthly meeting of the St. Joseph Public Library Board of Trustees was held on March 26, 2019 at 5:00 p.m. in the Carnegie Library. Board members in attendance were Mike Cadden, Elizabeth Latosi-Sawin, Dan Mefford, Alison Schieber, Sharon Wasson, John Welch, and Ingrid Woodbury. Kyla Ward and Brad Weil were absent. Deloris Foster and Mary Beth Revels were present from the staff. No one was present from the public or media.

President Ingrid Woodbury welcomed all in attendance, called the meeting to order, and the roll call was taken.

Under approval of the minutes, **Ms. Schieber moved and Dr. Cadden seconded to approve the minutes of the February 19, 2019 meeting of the Board of Trustees, as presented. All Board members in attendance voted "yes." Motion carried.**

Under approval of monthly expenditures, **Mr. Mefford moved, Ms. Schieber seconded, to approve checks #31086 through #31150, payroll checks #10757 through #10775 and February direct deposits. All Board members in attendance voted "yes." Motion carried.**

Under approval of the debt service payment, **Dr. Latosi-Sawin moved, Dr. Cadden seconded, to approve the \$611,009.31 payment to Commerce Trust Company. All Board members in attendance voted "yes." Motion carried.**

Mr. Mefford presented the financial reports for the month of February prepared by Liechti, Franken & Young, LLC. Ms. Revels met with the accountant the previous week. The library remains within budget for the year. **It was the recommendation of the Budget/Personnel Committee to accept the financial reports prepared by the office of Liechti, Franken & Young, LLC. All Board members in attendance voted "yes." Motion carried.**

Mr. Mefford presented the February Journal Entries prepared by Liechti, Franken & Young, LLC. **It was the recommendation of the Budget/Personnel Committee to approve the adjusting journal entries prepared by the office of Liechti, Franken & Young, LLC. All Board members in attendance voted "yes." Motion carried.**

Under the library's wage scale review, Ms. Revels reported she spoke with two Kansas City area human resource companies about the project. She would like to contract with one of the companies to help write the wage scale review RFP. They will also provide assistance in locating companies to send the RFP to. Discussion ensued. **Dr. Latosi-Sawin moved and Ms. Schieber seconded that the library accept the proposal from We Connect HR, LLC to provide human resources consulting services to the library as outlined above. All Board members in attendance voted "yes." Motion carried.**

There were no other financial issues.

Under the report of the Director, Ms. Revels reported that she and Ms. Schieber attended Library Advocacy Day in Jefferson City and met with two of the library's four legislators. She also reported the environmental posters created by Missouri Western students are on display at all the branches.

Under reports of Committees, Ms. Revels reported that the lawn care bid is due on March 29 and that three bids had been received so far. She also reported that architect Ron Auxier is issuing bids to install guttering and downspouts to the front exterior of the East Hills Library. That will be the first part of a two-part project to deal with excessive water on the northwest corner of the library lot. The retaining wall behind the branch is also failing and Mr. Auxier is contacting contractors to shore it up until a replacement wall is designed. Ms. Revels was encouraged to contact KQ2 about the hill behind the library.

Under the Materials and Services Committee, Ms. Revels reported the committee met in March and approved two policies to pass on to the full Board and requested an edit of a third. She also reported on the library staff's Policy Project efforts. Once all of the policies are updated, they will be categorized in one of six headings: Philosophy, Administration, Public Services, Emergency, Collection Development or Personnel.

Ms. Schieber presented a new policy for approval, "Social Media Policy." It was the recommendation of the Materials & Services Committee to approve the "Social Media Policy" as presented. All Board members in attendance voted "yes." Motion carried.

Ms. Schieber presented an edit to the "Suspension of Privileges for Health & Safety Reasons" policy for approval. It was the recommendation of the Materials & Services Committee to approve the edit to the "Suspension of Privileges for Health & Safety Reasons" policy as presented. All Board members in attendance voted "yes." Motion carried.

There was no other old business.

Under new business, Audrey Sheets, Branch of the Carnegie Library, gave a presentation on the VIP Club, a program that automatically places holds on books of popular authors for patrons.

There was no other new business.

There was no public comment.

The next meeting of the Board of Trustees will be Tuesday, April 23, 2019 at 5:00 p.m. at the East Hills Library.

There being no further business, Ms. Schieber moved, Mr. Mefford seconded to adjourn the meeting. Motion carried.

Elizabeth Latosi-Sawin
Secretary