

ST. JOSEPH PUBLIC LIBRARY
Budget/Personnel Committee Meeting
October 23, 4:45 p.m., Washington Park Library

MINUTES

The Budget/Personnel Committee of the Board of Trustees of the St. Joseph Public Library met on October 23, 2018 at 4:45 p.m. in the Washington Park Library. Committee members in attendance were Dan Mefford, Alison Schieber, and Ingrid Woodbury. Kyla Ward and Brad Weil were absent. Elizabeth Latosi-Sawin and Mike Cadden 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. Woodbury moved, Ms. Schieber seconded to approve the minutes of the September 25, 2018 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.

There was no other old business.

Under new business, Mr. Mefford presented the financial reports submitted by Liechti, Franken & Young, LLC. He and Ms. Revels met with the accountant the previous week. The AT&T bill was higher in September due to an amount charged to fulfill the annual long-distance agreement. **Ms. Woodbury moved and Ms. Schieber 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 September Adjusting Journal Entries submitted by Liechti, Franken & Young, LLC. **Ms. Schieber moved and Ms. Woodbury 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 November 27, 2018, at 4:45 p.m. at the Downtown Library.

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

Elizabeth Latosi-Sawin
Secretary

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CITY CLERK