

**ST. JOSEPH PUBLIC LIBRARY**  
Meeting of the Board of Trustees  
February 26, 2026, 6:00 p.m., Washington Park Library

**MINUTES**

The Board of Trustees of the St. Joseph Public Library met on February 26, 2026 at 6:00 p.m. at Washington Park Library. Trustees in attendance were Rosetta Ballew-Jennings, Kathie Brunner (via Zoom), Bobbie Cronk (via Zoom), Kate Davison, Heidi DeSchepper (via Zoom), Harriet Gordon, Kyla Ward, and LaTonya Williams (via Zoom). Jonht Slayden was absent. Library staff in attendance were Katie Green, Jessica Poet, Stella Neri, Mary Beth Revels, and Karen Schultz.

Kyla Ward called the meeting to order, and attendance was taken.

Upon review of the January 22, 2026 meeting minutes, **Kate Davison moved and Rosetta Ballew-Jennings seconded that the January 22, 2026 minutes be approved as written. All Trustees in attendance voted “yes”. Motion carried.**

Under the Report of the Treasurer, **Harriet Gordon moved and Rosetta Ballew-Jennings seconded to approve checks #35963 through #36018, January electronic withdrawals, direct deposits, and journal entries. Seven Trustees in attendance voted “yes,” one voted “no,” and the motion carried.**

Mary Beth Revels presented the January Financial Reports. Mary Beth and Bobbie Cronk met with accountant Tim Gawatz to review the reports. The main item of note was that the library received a large amount of tax revenue in January. **Kate Davison moved and Rosetta Ballew-Jennings seconded to accept pages 9-33 of the financial report as presented. All Trustees in attendance voted “yes,” and the motion carried.**

In Reports of Committees, Harriet Gordon presented a summary of the Building Committee meeting. Harriet highlighted approval of the bid from The Waldinger Corporation for a new HVAC mini split unit in the East Hill Library server room, reviewed discussion of the new punch list/tracking system for building maintenance, and provided an update on the project to remove and replace the front steps at the Washington Park Library.

Under Old Business, Mary Beth Revels presented the Library Projects Overview, pointing out plans to paint the book drop box at Carnegie Library, completion of the adult nonfiction genrefication project in the at the Downtown Library, and needed work on the lobby floor at the East Hills Library.

Under the Purchasing and Procurement Policy Update Mary Beth discussed the policy’s latest draft that was worked on by Kathie Brunner, Bobbie Cronk, Jessica Poet, Katie Green, Mark Woodbury, and Mary Beth Revels. A few more edits were suggested. **Rosetta Ballew-Jennings moved and Harriet Gordon seconded to approve the Purchasing and Procurement Policy, as edited. All Trustees in attendance voted “yes,” and the motion passed.**

There was no other Old Business.

In New Business, Mary Beth Revels discussed the Altrusa Club CD. The funds were originally donated in 1994 with the stipulation that interest earned could be used to purchase music. The CD will mature in March and has earned nearly \$1,000 in interest. Three of the four library branches are interested in using the funds to purchase music this fiscal year. **Rosetta Ballew-Jennings moved and Kate Davison seconded to approve using the interest funds from the CD to purchase music for the library. All Trustees in attendance voted “yes.” Motion carried.**

Mary Beth Revels presented edits to the Meeting Room Policy. Trustees discussed those and suggested a few other changes. **LaTonya Williams moved and Rosetta Ballew-Jennings seconded to approve the Meeting Room Policy, as edited. All Trustees in attendance voted “yes.” Motion carried.**

Karen Schultz, Washington Park Library Manager, and staff member Stella Neri updated the Trustees on plans to use River Bluff Gateway Grant funds to beautify the grounds of the library and return the space back to a park setting. Stella presented a slide show she created that included professional renderings of the building’s exterior with native plant-filled beds, along with Karen’s choices for exterior furnishings.

In Nominating Committee discussion, Rosetta Ballew-Jennings announced that she has emailed the Trustees whose terms are expiring about applying to serve again, if they are interested in doing so.

There was no other New Business.

Under the Report of the Director, Mary Beth Revels highlighted the success and wrap-up of the Winter Reading Challenge, Elizabeth Murray admitting two new students into the Excel Adult High School program, and the current situation getting the technology ready to use Princh, the new self-serve copying and scanning system.

There being no other Board discussion or public comment

The next meeting will be March 26, 2026 at 6:00 p.m., at the Downtown Library.

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

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Harriet Gordon  
Secretary