

**Brentwood Public Library  
Board of Trustees Meeting  
January 16, 2024**

**CALL TO ORDER - ROLL CALL FOR QUORUM**

President Wright called the meeting to order at 6:32 p.m. Board members present were Ed Wright (President), Kathy Ryan (Vice-President), Lori Ashmore-Ruppel (Secretary), J. Oesterly Oesterly (Treasurer) via phone, B. Miller Erman Miller Erman, Laura McAllister, A. Bo-Clair-Jones and Kelsey Burkemper. A quorum was present. Also present are Gina Gibbons, Library Director, Lorenzo Boyd from Stiefl Financial and Megan Williams from Gilmore and Bell.

Cynthia Bechtel has decided to resign from the Board due to ongoing health issues. The board thanks her for her years of service. The Board president will reach out to a previous board candidate to see if they would still like to be considered.

**ACCEPTANCE OF AGENDA**

A motion to accept the agenda as submitted was made by A. Bo-Clair-Jones and seconded by K. Ryan. All vote aye.

**APPROVAL OF MINUTES**

There were two sets of minutes to approve. A motion to approve the minutes of the December 12, 2023, meeting was made by B. Miller Erman and seconded by K. Burkemper. All voted aye. A motion to approve the minutes of the January 3, 2024, meeting was made by L. McAllister McAllister and seconded by A. Bo-Clair-Jones. All voted aye.

**PUBLIC COMMENTS**

There were two members of the public present to hear the library discussion.

**ALDERMANIC REPORT**

Alderman Brandon Wegge was at a ward meeting but wanted to share that he is enthusiastic about supporting the library.

**LIBRARY DIRECTOR'S REPORT**

The director will submit a report at the February meeting to cover the last two months. The library hosted a Dogman Bingo which was enjoyed by the small crew. The library hired Jane in a full-time position. She has been working part-time at the library and has education and experience in the field of technology.

**OLD BUSINESS**

Community Relations – A committee meeting will be hosted on January 22 at 5:30 p.m. at the library. There will be clarity on what the Community Relations committee can do to assist the Communications Committee. K. Ryan would like to have additional information from the Communications Committee.

Advocacy for Libraries – The library will not attend the library advocacy day in Jefferson City due to current library priorities.

The Communications Committee and Facilities Committee will be discussed during New Business.

Strategic Plan – The Strategic Plan Committee will be put on hold as the focus is on the Communications Committee.

The annual performance evaluation of the library director will be completed before the February meeting.

#### FINANCIAL REPORTS

The library ended 2023 in the black, spending less funds than the budgeted amount. The bank had an influx of people who wanted to start an account so the library was unable to open the investment account. The bank has all of the paperwork and will contact the library when the bank is ready to open the account.

#### NEW BUSINESS

The board considered a resolution for a ballot. A copy of the resolution is attached to these minutes. The library lawyer confirmed that the discussion and vote would take place in an open session. The resolution was read aloud. A motion was made to pass the resolution by K. Ryan and seconded by B. Miller Erman. Discussion followed. The library realized that it was not possible to expand the current space. In looking for a property, the library found one at 2201 S. Brentwood Blvd. The library asked architects and other experts who said it could meet the library's needs. The city, in a recent workshop, talked about new plans for city hall into the future some of which would not include the library. With this increase of the tax levy the library would purchase the property and renovate the building as well as consider increased operating costs.

Lorenzo Boyd at Stifel provided context for the process and resolution. These conversations began several months ago. The first time the library engaged with Stifel, there was a property that was reviewed but it was not a good fit. Then the property at 2201 S. Brentwood became available. The proposed 8 million would be for the purchase and renovations of the building. This resolution has to be submitted to St. Louis County by January 23, 2023. After the election, there is a contest time of 30 days after. The funds would be expected by the middle of June. The increase of \$0.16 will take care of certificates of participation for 30 years, and the additional \$0.05 would be for operating expected expenses. Megan Williams with Gilmore Bell wrote the language for the library to put forth to the board of elections to be added to the April 2, 2024 ballot. There is one proposed changes to the resolution - in Section 4 delete the "a" between "equipping of" and "new library."

Vote to pass the resolution – roll call:

K. Ryan – yes

B. Miller Erman – yes

E. Wright – yes  
L. Ashmore-Ruppel – yes  
L. McAllister McAllister – yes  
A. Bo-Clair-Jones – yes  
K. Burkemper - yes  
J. Oesterly – yes  
The motion passes unanimously.

The board president, board secretary and the Library director will sign the paperwork. Gilmore Bell will submit the paperwork to the St. Louis County Board of Electors.

#### COMMUNICATIONS COMMITTEE

A communications plan has been drafted. The committee wants to share the story of what has been happening and get them excited as well as help them understand what it means for the future of the library. This is a grassroots plan with focused and appropriate timing. There is a short time line, and the library will need to talk to as many community groups as possible to tell the story. The plan is focuses on engaging key stakeholders, and helping the public understand why the library needs the expansion. The library director has been getting the website ready with the basic information and giving the staff tools to inform the community.

The committee is working on a campaign logo – BPL Renew: It's time to renew. The committee will have lobby signage and a fact sheet at the circulation desk. The library will attend Ward meetings, PTO meetings, open house,s and board meetings. There will be a story in the Pulse. A press release statement that will be on the website and available for use in the community. Lorenzo Boyd put together a QR code where people can put in their property value to see the yearly additional cost of the \$0.21. The February Pulse will have photos of the old crowded library and the new library with a press release. In the March, Pulse the library will have an article with renderings of the new building. E. Wright will share the news with Brandon Wegge, the library aldermanic liaison. The library will present at the aldermanic board meeting in February.

There will be a tool kit with a fact sheet and FAQ to go with the press release. A lot of those tools will be available and help each board member to be an expert. G. Gibbons is talking to the Library lawyer about taking donations to use for creating campaign materials like yard signs and bookmarks. The campaign logo will be ready very soon.

Amendment of 2024 Budget - The budget will reallocate the salary budgets as there will be more full-time salaries but overall the staff cost will be the same. The budgeted legal expenses will also be raised due to the passed resolution.

The library will add money to the strategic planning project budget line due to the new building.

A motion to amend the 2024 budget was made by L. Ashmore-Ruppel and seconded by B. Miller Erman. All vote aye.

2024 Goals

The goals for 2023 included strengthen the relationship with the community, advocate for libraries, facilities planning and strategic planning. For 2024, the library will keep the following goals:

- Strengthen relationships with the Brentwood community
- Strategic planning for our new facility and supporting facilities committee in the process

The goals will be rewritten and presented for approval at the February meeting.

Our next meeting will take place on February 13, 6:30 p.m., with the location to be determined due to potential public relations. G. Gibbons will see if the Brentwood Parks and Recreation Center is available.

A motion to adjourn the meeting at 7:38 p.m. was moved by A. BoClair-Jones and seconded by B. Miller Erman. All vote aye.