

**Brentwood Public Library
Board of Trustees Meeting
January 14, 2025**

CALL TO ORDER - ROLL CALL FOR QUORUM

President Wright called the meeting to order at 6:30 p.m. Board members present were Ed Wright (President), Kathy Ryan (Vice President), Lori Ashmore-Ruppel (Secretary), Jeanette Oesterly (Treasurer), Angela BoClair-Jones, Laura McAllister, Kelsey Burkemper, Beth Miller Erman, and Mary Stevens. A quorum was present. Gina Gibbons, Library Director was also present.

ACCEPTANCE OF AGENDA

E. Wright amends the agenda to add an executive session. K. Ryan moved to accept the agenda as amended, which was seconded by M. Setevens. All voted aye.

APPROVAL OF MINUTES

A motion to approve the minutes of the November 12, 2024 meeting was made by B. Miller Erman and seconded by K. Ryan. All voted aye.

A motion to approve the minutes of the December 11, 2024 meeting was made by M. Stevens and seconded by L. McAllister. All voted aye.

PUBLIC COMMENTS

A public comment by Mike Horton was given to E. Wright. Last week, an email came out from the St. Louis County Library limiting the holds and check-outs on Hoopla. Has the Brentwood Library started similar restrictions? G. Gibbons said this will not affect our patrons because we limit Brentwood/MLC patrons to 12 check outs per month per card. St. Louis County lowered their limited 11 check outs per month and created a limited cap per day across the system.

ALDERMANIC LIAISON'S REPORT

The Alderperson was not able to attend the meeting.

LIBRARY DIRECTOR'S REPORT

The S&P rating methodology changed for public libraries and last month the library went through another rating review but the rating did not change. The library is still rated A+.

The library pivoted last week during the snowpocalypse. A company cleared the new building parking lot but they did not clear the sidewalks. The library received a call from the city about clearing the sidewalk as it is part of the building code. The quote to clear the sidewalk was over \$4,000 and over \$2,400 to clear just the Brentwood Blvd side. In the next snow storm, the library needs to consider contracting the company to plow the sidewalk between the entrance and Moritz. The plowing costs more than the monthly \$1,000 rental

fee for the parking so need to discuss if the parking lot renters would be willing to contribute to the cost of the plowing.

VEG employees, the current tenants for the library parking lot, noticed that a pipe had burst and was spewing water on January 8. The library thought the irrigation pipes were turned off. A plumber came out and turned off the water in the building.

Lights were flickering in the stacks, so an electrician checked one of the switches and replaced many bulbs.

Sarah received a \$1,600 summer reading club grant from the State Library Association. The award will help cover programmer fees during the summer months when the program begins.

OLD BUSINESS

Update on the Design Process

The Planning & Zoning Committee met last week. Arcturis submitted the site plan and Planning and Zoning objected to the sign and it is larger than sign restrictions in Brentwood and the enclosures of equipment on the roof. The library went back a few weeks later with a slightly smaller sign. The Planning and Zoning Committee questioned the sign again. A couple of members said they would never allow a bank or gas station have a sign over the limits. The library made the argument that the library is not a bank or business and the sign is part of the building and we are not selling anything. The library got the variance by a vote of 5 to 3. Planning and Zoning approved the master plan and now it goes to the board of alderman on Feb. 3 to get approved. The library aldermanic liaison is discussing the plan with the other alderpersons.

The library met with Arcturis and Navigate. The documents from Arcturis are due by January 31st and then will start to submit for permits. The library will open for bids on Feb 25 for four weeks. The library is on schedule to break ground in the late spring. The library will open in 2026. The next meeting with Arcturis and Naviate will happen on Jan 28 to approve plans to go out for bid.

Community Relations Committee

There is nothing new to report with community relations. Items were sold from the library artifacts and funds were added to the library account. The library still has some items for sale.

Library Advocacy Committee

Library Advocacy Day is in Jefferson City on February 4, 2025. On that day, librarians will meet with a representative of the state government, and then you can set up meetings with their representatives.

Strategic Planning Committee

The library's 2025 goals will be part of the strategic planning retreat. The library board is asked to consider two questions prior to the planning retreat: what do you love about the library? And what is your dream for the library?

TREASURER'S REPORT

As of December 31st, the library has a million dollars in the bank account. Half of that money has been moved to the investment account until needed in April to pay back the COPs money. As of December 31st, there is 1.9 million in the investment account. There is 5.2 million in the COPs account which will be used for construction. Comparing profit and loss in 2024 to 2023, the cost of salaries went up which is within a normal range. The library made \$39,000 in interest over the year.

NEW BUSINESS

Audit

Board members were reminded to sign the audit letter and return it to Keith Slusser.

New Missouri Laws

There is a new Missouri law around minimum wage and sick leave that does not begin until May 1. The law states that Missouri employees will accrue sick leave at 1 hour for every 30 hours worked. Employees can carry over 80 hours of unused sick leave into the next year. The library currently has a PTO policy for part-time employees who work 20 to 29 hours. If this had been enacted this year, there would be 89 hours of sick leave accrued. Can the library leave the PTO policy for part-timers and add a new sick leave policy? The library has only one minimum wage worker. The new minimum wage is \$13.60. The questions regarding the law will be sent to the library's lawyer to clarify what applies to the library as a political subdivision.

Rebranding

The library director is working on an RFP for rebranding services. The RFP will go out later this month and be open for two weeks and the selection period through mid-February with a contract by the end of February. This is separate from the building project but in tandem with the building project. Who should look at the proposals and make the final decision on who to hire? Kelsey B., Mary S., and Gina G. will serve as the subcommittee for the rebranding project.

EXECUTIVE SESSION

A motion to move into executive session was made by L. Ashmore-Ruppel and seconded by A. Bo-Clair Jones at 7:34 p.m. Roll call all vote aye.

A motion to come out of the executive session was made by J. Osterly and seconded by K. Ryan at 7:38 p.m. Roll call all vote aye.

ADJOURNMENT

The next library board meeting will take place on February 11 at 6:30 p.m.

A motion to adjourn the meeting was made by B. Erman Miller and seconded by K. Burkemper at 7:40p.m. All voted aye.