

**Brentwood Public Library
Board of Trustees Meeting
February 11, 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, 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 to rebranding to old business.. E. Wright moved to accept the agenda as amended, which was seconded by B. Miller Erman. All voted aye.

APPROVAL OF MINUTES

The minutes had two correction of two names Beth and Angela BoClair. A motion to approve the minutes of the January 14, 2025 meeting was made by E. Wright and seconded by J. Oesterly. All voted aye.

PUBLIC COMMENTS

A public comment was made by Beth Miller Erman. Last Thursday, Ameren turned off Beth's power for tree trimming and the internet line got cut. Beth came into the library to work and greatly appreciated the library's accommodation and the friendliness of the staff to help her in a stressful situation. A public comment was shared by Mary Stevens who reported that a neighbor went to Kirkwood for passport renewal because Brentwood did not have any appointments for the next three weeks but Brentwood librarians did help them get the proper forms and told them about an important change in the forms.

ALDERMANIC LIAISON'S REPORT

The Alderperson was not able to attend the meeting.

LIBRARY DIRECTOR'S REPORT

Lexi the service dog is now doing story times. It is more popular than the read-to-a-dog program. Library Advocacy Days was good as the library has a responsive representative in Ray Reed. The Senator was ill on advocacy day so the library was unable to meet her but library information was left with her staffer. The library is waiting to see how things go on the federal funding level through the IMLS. The new secretary of state, Dennis Hoskins, spoke to the group for a few minutes. The acting Missouri State Librarian, Janet Caruthers, mentioned that they want comments from librarians on how the Ashcroft Rule affects the library. There are some new rules regarding new policies that will be implemented.

Sam Levison is officially our circulation manager and is doing a great job. She was promoted after the 2025 budget passed.

There were two incidents regarding two separate patrons. The first person did not make any threats but was acting in an unusual manner watching the staff and asking for particular staff members. Richmond Heights library is having a similar situation with the same patron. G. Gibbons informed the police of the situation but the patron has not returned. A report was written on the incident. On Saturday a different patron used a slur to a child in the library. Staff wrote up an incident and called the police. When the police arrived the man left the library. There is a letter that he will receive if he returns and he will be banned for three months. The ban is part of our current library policy. An idea was brought forth to create a staff training opportunity with social workers on how to handle particular situations.

OLD BUSINESS

Update on the Design Process

At the Board of Alderpersons Meeting there was a first reading of the bill approved by Planning and Zoning. The second reading and final vote will happen on February 18. One member of the board objected to the sign's size and felt the library had not submitted an alternative to Planning & Zoning at the second meeting. That alderperson sent an alternative sign option and mentioned the library should conduct a community survey on the sign. The alderperson meeting on Tuesday, February 18 at 7 p.m. at City Hall. Library board members are encouraged to attend the meeting and bring other supporters.

A meeting with Arcturis and Navigate will take place on February 12 to make final selections for finishes and colors. The documents from Arcturis have been submitted 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.

Community Relations Committee

The committee would like to offer services to accomplish a task discussed during the strategic planning retreat - work with the staff to offer the community an opportunity to "purchase a shelf" for the new library. The committee will be looking for volunteers to attend spring events.

Library Advocacy Committee

E. Wright, G. Gibbons and M. Stevens attended the State Library Advocacy Days. They met with the representative Ray Reed and left information for the Senator who was ill. See more notes in the Library Director's Report. There is a proposal to have board members elected to local library boards. There would be a cost associated with voting for board members - the cost is estimated at \$5,000. The library is following these proposals through the bill process.

Strategic Planning Committee

The library held a retreat planning day. A skeleton outline was created using notes from the meeting. For each the four pillars (community, stewardship, programming, outreach) the board identified values, goals, and actions. The library has a mission statement but other library's also have a vision statement. Do we want to develop a vision statement? At this time, the library board will not pursue writing a vision statement but focus instead on the

strategic plan. The Strategic Planning Committee will meet and make recommendations based on the content of the plan to bring forward to the library board.

New Missouri Laws

The law, that goes into affect on May 1, 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 law increases minimum wage to \$13.60. There are no updates from the library's lawyer regarding the law changes. G. Gibbons will reach out to gain feedback on the implications of these laws for the library. The new policy will be written in March and approved in April.

Rebranding

The library received six responses from the request for proposal. K. Burkemper, M. Stevens and G. Gibbons will look at the responses and bring a recommendation to the board.

TREASURER'S REPORT

The library has just over \$5 million in the account where all of the tax levy went (COPs). The library has \$2.4 million in the investment account. A bond comes due this week and will roll over for one month. The part-time salaries account is not correct and G. Gibbons is working with the library accountant to correct the accounting error. The donations-building income is from the Ebay sales of unused library items.

NEW BUSINESS

2024 Audit Review and Acceptance

The audit reviewers complimented the library staff on their cooperation through the process. The library did not include the price of the building in the 2024 budget and therefore the library went over budget for 2024. The library will amend the budget as necessary in accordance with the Missouri Revised Statutes. The library was unaware of unpaid taxes until identified by the audit process. Management has corrected any misstatements and no disagreements arose during the audit. The auditor did not identify any deficiencies in internal control that are considered material weaknesses. The auditor recommended that management strengthen procedures to ensure compliance with all local regulatory obligations related to the new building and the ongoing building project. In 2023, there were duplicate payments but there were no duplicate payments in 2024.

A motion to accept/approve the audit was moved by A. BoClair and seconded by B. Miller Erman. Roll call vote all voted aye.

ADJOURNMENT

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

A motion to adjourn the meeting was made by M. Stevens and seconded by L. McAllister at 7:39 p.m. All voted aye.