

**Brentwood Public Library  
Board of Trustees Meeting  
March 11, 2025**

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

Vice President Kathy Ryan called the meeting to order at 6:32 p.m. Board members present were 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, and Brandon Wegge, Aldermanic Liaison, were also present. Ed Wright was absent from this meeting.

**ACCEPTANCE OF AGENDA**

An motion was made to add an Executive Session to the agenda by J. Oesterly and seconded by M. Stevens. A. BoClair moved to accept the agenda as amended, which was seconded by J. Oesterly. All voted aye.

**APPROVAL OF MINUTES**

A motion to approve the minutes of the February 11, 2025 meeting was made by B. Miller Erman and seconded by M. Stevens. All voted aye.

**PUBLIC COMMENTS**

A public comment was made regarding the Secretary of State's decision to restrict funding for Overdrive system but only 166 libraries receive money from the state. The library director said that the Brentwood Public Library does not get money from the state but instead pools money with MLC libraries to pay for Overdrive. The school libraries might use the state funding resource and this could be a problem for them. The library director will reach out to the middle school/high school librarian to see if the Brentwood Public Library could provide assistance.

**ALDERMANIC LIAISON'S REPORT**

B. Wegge reported that the site plan for the new library building was approved by the Aldermanic Board. This is the last meeting for Alderperson Brandon Wegge. The library and board appreciate B. Wegge's support.

**LIBRARY DIRECTOR'S REPORT**

The Summer Reading Club will hold a kick-off party on May 12 at 6:30 p.m. with the band Fire Dog! A family rock and roll band from St. Louis. The library agreed to partner with the Rec Center for summer yoga/barre classes that will run from May through August. This partnership enables the Parks and Rec Center to offer it for free to those who register. The new property's lot consolidation is nearly complete. The library still needs to have the plat notarized, but there is one question to answer before the City Administrator signs it. There is a new program coordinator at the Missouri Department of Conservation who is in charge of the Rod and Reel lending program. She replaced a couple of poles and offered to do a program for the library. The library had an opportunity to purchase some high end lightly

used office furniture for the new space. The furniture sale is not guaranteed but the library is on the list. The library also purchased 14 computer monitors, enough for every station in the new library minus two which we recently purchased as replacements.

## OLD BUSINESS

### Update on the Design Process

The library got bids for asbestos abatement and potential lead abatement. The company has not been selected at this time. Navigate is finalizing the bid package to go out in the next few weeks and it will be out for one month. There are alternates in the bid if the bids are too high.

### Community Relations Committee

There are many library events coming up this summer that will need board presence. The library will coordinate with Brentwood Beats to be present at the events. A list will be created for board sign-up after talking with the children's librarian. A check was given for \$916.06 from library Ebay sales. In looking into a shelf sale promotion opportunity, Kirkwood is the only MLC Library that does sponsored shelves. Kirkwood has 451 shelves sponsored for \$100 each. The cost for engraving is \$6-7 per shelf. Contributors are recognized by a silver tab that has been engraved with their chosen text. The Committee will visit Kirkwood to ask more questions.

### Library Advocacy Committee

The library encourages individuals to write to the Secretary of State to voice their opinion. B. Miller Erman will share their contact information for our local representative and senator to communicate with them.

### Strategic Planning Committee

The Committee met to add more information to the outline and will have something to share by the board's next meeting.

### New Missouri Laws

The Library Director would like to add sick leave for part-time workers to the employee handbook. The law, which goes into effect 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 library is not required to follow the law as a political subdivision. This would allow part-time employees to not come into work if they are sick as their role is a public-facing position. Employees would not be eligible to receive payouts for accrued sick leave. All of the rules for full-time employees' sick leave will also be applicable to part-time employees' sick leave. A motion to add part-time sick leave to the employee handbook was made by L. McAllister and seconded by B. Miller Erman. Roll call vote, all vote yes.

### Rebranding

The Committee met to review six applicants and narrowed the list down to two options. These will be reviewed in executive session to approve the hiring authority.

## TREASURER'S REPORT

J. Oesterly's term on the board expires in June 2025. She is willing to serve the library as a volunteer bookkeeper until the new library opens. She offers training for anyone who would like to step into the Treasurer's role. A new Treasurer will need to be elected in June 2025 to sign off on all bills and oversee the accounts.

The library has a bond debt (COPS repayment) of \$458,756 is due on 4/1/2025. The MOCAAT account is where the COPS money has been invested. The library has just over \$2.5 million in the investment account which has made \$8,327 in interest. The library has \$1.3 million in the checking account due to ad valorem. This will go into an investment account but it will come due when the library needs to spend the funds. The salaries full-time and salaries part-time accounts were corrected from January and February.

## NEW BUSINESS

### Agreement with the Library's Legal Counsel

The Library's lawyer will be representing the City of Brentwood so it was evaluated if there is a conflict of interest. The law firm does not see a conflict of interest. The Library does have a legal agreement with the city due to lease for the library's current space for the next year and a half. If there becomes a conflict, the library can reassess the choice of legal counsel. The library has to sign a letter to say the library does consent or does not consent to the representation of the Brentwood Public Library and the City of Brentwood to be represented by Lashly and Bare

A motion for the library to retain our counsel at Lashly and Bare was made by J. Oesterly and seconded M. Stevens. A roll call vote with all votes yes.

A motion to move into executive session was made by B. Miller Erman and seconded by A. BoClair. Roll call all vote yes.

A motion to go out of the executive session was moved by A. Bo Clair and seconded by J. Oesterly at 7:40 p.m.

## ADJOURNMENT

The next library board meeting will take place on April 8 at 6:30 p.m.

A motion to adjourn the meeting was made by K. Burkemper and seconded by L. Ashmore-Ruppel at 7:41 p.m. All voted aye.