

**Brentwood Public Library
Board of Trustees Meeting
May 14, 2024**

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), Kelsey Burkemper, Laura McAllister, Beth Miller Erman, and Mary Stevens. A quorum was present. Gina Gibbons, Library Director, and Alderman Brandon Wegge were also present. Angela BoClair-Jones was unable to attend.

E. Wright thanks everyone for their work on the Prop L campaign. The Friends of the Library organization closed out its group and donated funds to the library.

ACCEPTANCE OF AGENDA

A motion to accept the agenda as submitted was made by B. Miller Erman and seconded by J. Oesterly. All voted aye.

APPROVAL OF MINUTES

A motion to approve the minutes of the April 9, 2023, meeting was made by M. Stevens and seconded by K. Ryan. All voted aye.

PUBLIC COMMENTS

A public comment by Mike Horton was submitted to say congrats on the Prop L campaign and thanks to the board and library for everything they do for the community. He also supported the library being closed on Easter Sunday.

ALDERMANIC REPORT

Alderman Brandon Wegge stated that parking is a problem at the new park. The near-term solution is temporary parking north and south of the tunnel. Brentwood Days coming up and they are changing things. People will have to pay for wristbands and Brentwood residents will get a low-cost wristband. We also do not want pay to be a barrier for those Brentwood residents so trying to find a workaround so it is accessible for all. There will be more rides because the carnival company will make more money. Brentwood Days will be September 20-21, 2024.

LIBRARY DIRECTOR'S REPORT

The Summer Reading Kickoff on May 14 was a great time. The Red and Black Brass Band played, and many people danced. Pizza was eaten, and people registered for the summer reading program. At one point, Ed counted a hundred people in attendance. Thanks to the Parks Department for letting us use the pavilion at no cost and helping the library fund the band.

Grace Bennett, a long-time library patron and book club participant, passed away recently. Grace's family would like to donate a bench for the new library.

Caitlin passed her passport exam and is now able to process passports.

MoreNet is going to give the library a quote on replacing the outdoor wifi access point. The grant does not fund it, but the library will evaluate the budget.

OLD BUSINESS

2024 Committee Reports

Community Relations Committee - Mary Stevens is also on this committee. The committee met on May 14 and had a good discussion about current projects and ideas for expansion. The committee's goal is to support the staff in doing outreach and volunteering at library and community events. The committee wants to continue to participate in community drives and be open to requests from the community. The committee talked with Sarah to see how they can support her connections with the YMCA and Early Childhood Center (Mount Calvary and St. Mary Magdalen as well as Brentwood district). Some ideas included creating new library patron kits to hand out to doctors and dentist offices, having a table for the Tri-City Garage Sale as the library reviews items to move hosting a bike repair event, and inviting bike shops in the area (Big Shark, Mike's bikes, Maplewood bikes) and the police who can do bike safety and helmet checks. The library is going to look into the idea of a Human Library - people gather together and people can choose to sign up to tell a personal tale or share some expertise. K. Ryan passed out the sheet of Brentwood events to board members to volunteer to attend and assist library staff. An electronic copy will be sent out after the meeting for people to sign up for particular events.

Library Advocacy Committee - E. Wright will research the status of potential library-related bills in the Missouri state legislature. This is the last week of the legislative session.

Strategic Planning Committee - A kickoff meeting in April and gathering information about how we want to address sustainability in the new building as part of the strategic plan. A committee plans to engage patrons about what they want to see in the new building. This engagement will be done by creating cards or a QR code to gather anonymous comments about what they would like to see in the new building. The committee is also considering uses for the new community room. Would the library rent it out for events or keep programming only? The committee will meet again in June. Initial goals including looking at how the library can be part of the community, updating the logo, brand, and signage, sustainability of the new building, and updating and expanding programming to

appeal to all sectors of the community. The committee will look at other library's strategic plans.

Library Schedule

A question was brought to the board concerning adding Sunday holidays to the closure list. On average 109 people visit the library on Sundays. Last year it was closer to 90 visitors on Sundays (it was the first time post-COVID). Visitors on Mother's Day and Father's Day averaged 60. Currently, the library is open from 1-5 pm on Sundays so staff would only be asked to work a half day. These would not be paid holidays but the library would be closed. In the MLC, most libraries are not open on Sundays. There needs to be consideration of how many days the library would be closed in the year and compare that with other libraries. The library pays for time and a half on Sundays. If the library closes on Easter, how do we honor other religious holidays? For other religious holidays, would people have to work on their holy day? A solution to this might be the implementation of a floating holiday. The board is considering the optics of being closed for too many days and the morale of the staff and will revisit the idea of a floating holiday. A motion to add Easter, the Sunday before Memorial Day, and the Sunday before Labor Day to the list of Sunday holiday closures not as paid holidays was moved by L. Ashmore-Ruppel and seconded by L. McAllister. All voted aye.

TREASURER'S REPORT

There is a discussion about getting a new accounting firm as they are not as responsive as the library would prefer. The library has made almost \$17,000 in investments since the middle of January. The library has \$2,370,000 in the account (including investments). Gina will check to see if the library needs to do an RFQ (request for qualifications) to invest our funds.

NEW BUSINESS

Election of Officers—At the regular meeting in May of each year, the board shall elect the President, Vice President, Treasurer, and Secretary to take office at the June meeting. The current officers have expressed willingness to continue to serve in their current roles. No other nominations were considered. B. Miller Erman moved a motion to approve the slate of officers as submitted, which was seconded by M. Stevens. All voted aye. Current officers will continue in their current roles for the coming year.

NEW LIBRARY STATUS

The library needs to submit an RFQ for an architect. The library did an RFQ for the building program but needs to submit a second one for the architect because this is a different scope. The RFQ was put out, and it is open until May 22. The board will review the RFQs at the June 11 meeting.

On June 23 from 1 to 3 p.m., the library will host an opportunity for community engagement. The library will invite the community to look at schematics and give feedback. The board will create a process and communication for the event. The library will create a report outlining what was heard and an action plan.

The design schedule will reflect an architect's start in mid-June. There is no definite construction schedule, but it will probably be after the first of the year because of the design, permit, and construction bid processes.

The board must formally approve the Certificates of Participation at the July 9 meeting. The library will close on the new property in late July.

The next meeting will take place on June 11 at 6:30 p.m. in City Hall.

A motion to adjourn the meeting at 7:57 p.m. was made by K. Burkemper and seconded by B. Miller Erman. All voted aye.

Respectfully submitted: Lori Ashmore-Ruppel