

**BRENTWOOD PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**FEBRUARY 8, 2022**

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

President Wright called the meeting to order at 6:32 PM. Board members present: Ed Wright, (President), Kathy Ryan (Vice President), Jeanette Oesterly (Treasurer), Cindy Bechtel (Secretary), Garry Truman, Angela BoClair, Lori Ashmore-Ruppel, Kelsey Burkemper, Beth Miller Erman. Also present: Gina Gibbons (Library Director) and Kathy O'Neill (Board of Aldermen Liaison). A quorum was present. E. Wright stated that this virtual meeting on Zoom is in accordance with the MO Attorney General's office and regulations during the current COVID-19 pandemic. The meeting is live-streamed on YouTube.

**ACCEPTANCE OF AGENDA**

A motion to accept the agenda as written was made by C. Bechtel and seconded by K. Ryan. All board members voted aye and the motion passed.

**APPROVAL OF JANUARY 11, 2022 MINUTES**

A motion was made by B. Miller Erman and seconded by J. Oesterly to amend the minutes to reflect the Safety Subcommittee's request a visit and training for BPL staff by Brentwood paramedics. On the motion, the members voted unanimously to approve the amended minutes as modified.

**PUBLIC COMMENTS**

No public comments have been submitted prior to the virtual meeting to either the President or Library Director. President Wright stated that public comments will be accepted by email or in person (when possible) to the Library Director.

**ALDERMANIC LIAISON REPORT**

K. O'Neill reported that Brentwood City has terminated its former auditing firm. There will be a replacement soon.

**LIBRARY DIRECTOR'S REPORT**

Director Gibbons reported that some staff are not yet back in the Library but will be soon. We are beginning to allow some patrons inside and will continue curbside services. We continue to follow COVID-19 restrictions and guidelines. The County Library is staying open, whereas the Municipal Library Consortium has not yet completely re-opened. On February 8, 2022 Library Advocacy Day presented its program virtually. BPL was unable to join the current day's meeting. One of the topics discussed was banned books. We may consider having library copies of "banned" books available to patrons.

**OLD BUSINESS**

Subcommittee Reports

Library Facilities: There will be a status discussion for a legal contract, which will be discussed in an Executive session during this Board meeting.

Safety Plan: B. Miller Erman and C. Bechtel reviewed the recent Library safety assessments by both the Brentwood Police and the Fire Department. In addition to SOP (Standard Operating Procedures) there will be future safety assessments and training from both groups, especially paramedics, in the near future (dates to be determined). We are setting several priorities and proceeding with writing the plan.

Employee Handbook: Work continues; no current report

Library Advocacy Subcommittee: This is a new committee. Members: E. Wright, G. Gibbons, K. Ryan, and a BPL staff member. B. Miller Erman will join the committee mid-year. A major focus involves legislative information that may affect libraries.

Community Relationship: This is also a new committee. Members: K. Burkemper, K. Ryan, and B. Miller Erman. The focus is to gather information about goals for community relations, which is an important factor in working together with the Library.

### **TREASURER'S REPORT**

J. Oesterly reported \$530,614.98 deposited in our *ad valorem* taxes since January 1, 2022. At the end of 2021, BPL had \$1.6 million in our bank. In addition, 96% of our income was budgeted, and we spent only 75% of the same. Jeanette is working with the City to resolve issues related to utility costs, employee benefit costs, and account reconciliation. Our auditor is working with the Library Director and should complete the audit soon.

### **NEW BUSINESS**

Brentwood Recreation Center gives the BPL a 50% rental discount for Library functions. The Board discussed this and by consensus agreed that we will continue with this plan.

### **EXECUTIVE SESSION**

President Wright requested a motion to open Executive Session to discuss a legal contract. A motion was made by J. Oesterly and seconded by G. Truman to open Executive Session. Roll call vote: E. Wright-aye, J. Oesterly-aye, K. Burkemper-aye, A. BoClair-aye, B. Miller Erman-aye, L. Ashmore-Ruppel-aye, G. Truman-aye, K. Ryan-aye, and C. Bechtel-aye. The motion passed unanimously, and the session was opened at 7:06 PM. After business was concluded, a motion to close the session was made by C. Bechtel and seconded by G. Truman. Roll call vote: all members voted aye. The session was closed at 7:20 PM.

### **NEW BUSINESS (continued)**

After resuming public session, a motion was made by B. Miller Erman and seconded by J. Oesterly to approve a contract with Arcturis for planning and designing a new library. Roll call vote: E. Wright-aye, J. Oesterly-aye, K. Burkemper-aye, A. BoClair-aye, B. Miller Erman-aye, L. Ashmore-Ruppel-aye, G. Truman-aye, K. Ryan-aye, and C. Bechtel-aye. The motion passed unanimously.

### **ADJOURNMENT**

A motion to adjourn was made by C. Bechtel, seconded by L. Ashmore-Ruppel. All Board members voted aye. The meeting adjourned at 7:30 PM. The next Board meeting will be on Tuesday March 8, 2022, by Zoom or in-person.

Respectfully submitted,

Cynthia Bechtel, Secretary

