

**Brentwood Public Library  
Board of Trustees Meeting  
February 10, 2026**

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

Vice President Kathy Ryan called the meeting to order at 6:31 p.m. Board members present were Kathy Ryan (Vice President), Lori Ashmore-Ruppel (Secretary), Megan Moss (Treasurer), Angela BoClair, Kelsey Burkemper, Laura McAllister, Beth Miller Erman, and Mary Stevens. A quorum was present. Gina Gibbons, Library Director, was also present. Sharon Harter, the aldermanic liaison, and Ed Wright (President) were absent from the meeting.

**ACCEPTANCE OF THE AGENDA**

A motion was made to accept the agenda by B. Miller Erman and seconded by L. McAllister. All vote aye.

**MINUTES OF THE MAY MEETING**

The minutes of January 13, 2026, are accepted by K. Ryan as submitted.

**READING OF PUBLIC COMMENTS**

A visitor was present at the meeting - Mike Horton. Mike has been a supporter of the new library and wanted to share that it would be nice to have coffee available at the new library.

**ALDERMANIC LIAISON'S REPORT**

The aldermanic liaison was not able to attend the meeting.

**LIBRARY DIRECTOR'S REPORT**

The Winter Reading Club was modest this year. In the 0-12 year old group had 88 participants with 71 completing the challenge. For the teens and adults, there were 68 participants with 57 completing the challenge.

The library closed early on Saturday, January 24th, and did not open on Sunday, the 25th, or Monday, January 26th. Multiple staff members live in St. Louis city where they do not plow the streets. When closing the library, many factors are considered, including MODot reports, other MLC closures, and City of Brentwood closures. When the library is closed, a notice is posted on social media, the website, and the outgoing phone message.

Sarah is attending the Public Library Association Conference in Minneapolis, MN, on April 1-3. Sarah and Sam will attend the Missouri Evergreen Users Conference in Columbia, MO. The conference is a good opportunity to meet the other librarians around the state and learn more about the group.

A patron recently commented, "What would the world do without you?"

Kanopy has increased in popularity. This past January saw our largest checkout since the library offered the streaming video service in June 2020. Hoopla and Kanopy are both paid-on-demand services, meaning the library pays each time someone checks something out. The physical collection and Overdrive/Libby are materials that the library purchases or leases.

**OLD BUSINESS**

Update on the New Building

The steel is going up now, so the new addition is clearly visible. The furniture for the library has been finalized, with a variety of seating options. The fabric has also been selected.

The construction crew is open to the board visiting on February 16 at 3:30 pm. The board will bring their own hard hats.

The library director and board president met with the police to discuss the parameters for the book chain. The police suggest a Saturday in October that does not conflict with the Fire House Open House. Saturday would have less traffic. The library would have to fill out a form to make the request.

The Community Relations Committee met yesterday. G. Gibbons stated that only a limited number of books would be moved (the new book section by the window). Patrons would line up to pass the books to the new library. There would be board and staff members along the path. Once the chain is complete, everyone is welcome to come down to the new library parking lot. There would be refreshments, such as donuts or the Tom's Coffee Truck, at the event. The book chain would not take that long - potentially only 5 or 10 minutes - as the police have offered to close down Brentwood Blvd. It would be helpful to have a pre-registration process to gauge how many people would want to participate. The schools would also be invited. The press release would be given to board members to distribute to groups across the community. There would be a backup date in case of weather. The library would create stickers or buttons to hand out at the event.

A meeting with the lawyer, civil engineer, Arctruis, and Navigate to discuss the drainage issue. The drainage issue in the neighbor's yard is not a result of the construction. The next step is to see if another civil engineer who worked on that project (retaining wall) has any ideas. Once we have an option, the library will talk with the neighbors.

### Community Relations Committee

The committee met last night at the Kirkwood Library to look at donor shelves. The plaques are thin metal strips with names printed on them. The cost is \$100, and the tags do not move once on the shelf. The money goes into a general fund. They suggested the library not tie the funds to a particular project. Kirkwood has a Support Your Library webpage. They also have a pet memorial project where the money purchases a book about animals, and a nameplate is added with the pet's name in the book. The next steps are to draft the webpage with "sponsor a shelf" and "pet memorial", draft a form for people to fill out, draft a thank you letter, and an email which will go out when the shelf plaque is up. There should be a map that staff can use to track the location of the name plates, for when people ask.

The Grand Opening Celebration was discussed. A grand opening would happen after the library is in the space for a while. The committee recommends doing the grand opening after the holidays. There are staff members who would like to help with planning the grand opening celebration party. The notes from the committee meeting will be shared with the library staff. The Library Opening Committee will be a subcommittee of the Community Relations Committee and staff members. There would be a soft opening, including a ribbon-cutting with the architects and community members.

### Strategic Planning Implementation Committee

The strategic plan is going through final edits and has been shared with the library staff. The document will then be downloaded to the website. The ongoing committee will include board

members and staff. The committee will look at the plan, set implementation strategies, and a timeline.

### Library Opening Committee

See the notes under the Community Relations Committee

### Employee Milestones

The library director created a document based on staff input, MLC libraries, and other state libraries around recognition of anniversaries, retirements, and birthdays. Most libraries recognize employees every five years of service. More people wanted gift cards than personal days. The gift card will be taxed, and the library could pay the taxes on it. The board will review the proposed plan information and discuss the options at the next meeting.

### 2025 Audit

The accountant provided a letter regarding the audit. There are two items that need to be addressed in the audit, as well as an item from last year.

The funds from the COPs are not currently being recorded in QuickBooks, and the accountant has been informed and will record it.

August had three pay periods, and it was not reported to the pension, but it has been corrected on the January payment. The bonuses were not reported to the pension, but they have also been corrected.

The budget was modified to correct the accounts, but the budget was not updated following the bonuses. This has been noted and will be corrected in the new budget year.

A motion to approve the 2025 audit was made by B. Miller Erman and seconded by L. McAllister. All vote aye.

### Friends of BPL

The library director provided information regarding other libraries' "Friends of the library" programs. The Webster Groves Public Library's friends group is over 50 years old and has a robust program. University City Public Library has very strict time-structured monthly meetings and annual meetings. The group helps with prizes for the summer reading club, the adopt-a-book program, and campaigns on the library's behalf.

The hardest part of a friend group is to find board members. The friend group has to file as a 501(c)3, has a separate board with officers, can apply for grants that are not available to government entities, board cannot be friends, can campaign for the library during ballot initiatives, meets regularly and has library input into what it funds, annual meeting/event for friends with special guests. All libraries with friends groups said it was hard to find new people to become board members.

With the new library building scheduled to open in 2026, it might be better to wait until after the opening to start a group. This will be considered. The library will start to ask around the community to see if anyone (specifically Brandon Wegge) would be interested.

## TREASURER'S REPORT

The library has total assets of \$9,284,31 including over \$700,000 in ad valorem taxes. M. Moss and the library director will work with the accountant to respond to the audit recommendations.

#### NEW BUSINESS

##### Missouri Ethics Committee (MEC) Reporting

Everyone has to do the Missouri Ethics Committee (MEC) Reporting, which is done online.

#### PUBLIC COMMENTS

There were no public comments.

#### ADJOURNMENT

The next meeting will be held on March 10, 2026, at 6:30 p.m., in the library meeting room. A motion to adjourn the meeting was made by K. Burkemper and seconded by A. BoClair at 7:58 p.m. All vote aye.