

**Brentwood Public Library  
Board of Trustees Meeting  
February 14, 2023**

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

President Wright called the meeting to order at 6:32 p.m. Board members present were Ed Wright (President), Kathy Ryan (Vice-President), Lori Ashmore-Ruppel, Beth Miller Erman, Angela BoClair-Jones, Kelsey Burkemper and Cindy Bechtel. Also present was Gina Gibbons, Library Director and Kathy O'Neill, Alderperson. A quorum was present.

**ACCEPTANCE OF AGENDA**

A motion to accept the agenda B. Miller Erman and seconded by G. Truman to accept the agenda. All members voted aye, and the motion passed.

**APPROVAL OF MINUTES**

A motion was made by K. Burkemper and seconded by B. Miller Erman to approve the minutes of the January meeting as amended. All members present voted aye and the motion passed.

**PUBLIC COMMENTS**

No public comments were submitted from visitors. Public comments will be accepted by email or in person (when possible) to the Library Director.

**ALDERMANIC REPORT**

Alderperson O'Neill said no news associated with the library at this time. Board does have a new sustainability committee and is willing to listen to comments and ideas for discussion.

**LIBRARY DIRECTOR'S REPORT**

The Library Director shared that the library hosted multiple children's events including Paint'n'Play and a sled dog visit. The computers purchased with the grant money are experiencing some problems with freezing. The library is working with Computer St. Louis to solve the issue. E. Wright and G. Gibbons attended the Library Advocacy Day in Jefferson City. The library finished the Winter Reading Club for 2022 with 147 people registered and 91 completed the challenge with 890 books read and 33,622 minutes logged. Hilary had her baby Maisie on Thursday, February 9. The library director has part-time employees filling in Hilary's time as necessary.

**OLD BUSINESS**

Employee Handbook – Under the Employees Standards of Conduct Section, add a section on Employee Scheduling and break allotment. For the employees working 8 hours, change to 30 minutes for a meal (unpaid) and 2 - 15 minute breaks (paid). A motion was made to approve these changes to the handbook by K. Ryan and seconded by K. Burkemper . All voted aye. Handbook will be changed with a February 14, 2023 adopted.

Community Relationship – Looking forward to the spring music concerts and working with Parks and Recreation to have the necessary table set up for the library. We are unable to attend the upcoming Brentwood Ice Festival. A note that the Pulse has not included a library section. G. Gibbons will ensure that the information meets the deadline for publication.

Library Advocacy – E. Wright and G. Gibbons attended the Library Advocacy Day. After several questions about workforce and other issues, E. Wright asked Ashcroft if he was going to withdraw his rule after receiving feedback critical of the rule. His response was that there were some small

changes and it should come out next week and will be effective in April. They met with Representative Sarah Unsicker. She said she was familiar with our library. E. Wright suggested we host a breakfast for her to meet with constituents. Senator Karla May was interested in the conversations and the opportunity to meet with constituents at the library. E. Wright and G. Gibbons received their contact information to set up a meet and greet.

Facilities Report – The board will discuss this in the Executive Session.

New Goals Subcommittees for 2023 -

Community relations - Kathy, Lori, Jeanette, Beth, Gina, Angela

Advocacy for libraries - Ed, Gina

Facilities subcommittee - Ed, Gina, Jeanette, Cindy, Garry

Strategic Planning - Beth, Lori, Kelsey, staff member, Gina

#### NEW BUSINESS

There is no new business at this time.

#### TREASURER'S REPORT

Financial Reports - For January, we received a significant amount of Ad Valorem taxes. The city billed for rent and utilities for 2022 and the library paid those expenses. J. Oesterly is unavailable for this meeting. If there are questions regarding this information, those can be sent to J. Oesterly and G. Gibbons.

2022 Audit - A motion was made by G. Truman and seconded by B. Miller Erman to approve the Brentwood Public Library Audited Financial Statements 2022. All voted aye. The library is acting on the noted recommendations. The audit will be submitted to the state.

#### EXECUTIVE SESSION

There was a motion to enter the executive session moved by A. BoClair-Jones and seconded by K. Ryan at 7:04 p.m. Roll call all say aye.

#### ADJOURNMENT

The next meeting is at 6:30 p.m. on Tuesday, March 14 in the Library meeting room. There was a motion to adjourn moved by A. BoClair-Jones and seconded by B. Erman Miller at 7:21 p.m. All members voted aye.