

**BRENTWOOD PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**MAY 5, 2020**

**CALL TO ORDER- ROLL CALL FOR FORUM**

President Ed Wright called the meeting to order at 6:36 PM. Present were Board members Lynne DeVaughan (Treasurer), Garry Truman (Vice President), Libby Wilson, Jeanette Oesterly, Kathy Ryan, Lori Ashmore-Ruppel, Ed Wright (President) and Cindy Bechtel (Secretary). Absent: Chris Herrington. Also present were Library Director Gina Gibbons and Alderwoman Kathy O'Neill. A quorum was present. President 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.

**ACCEPTANCE OF AGENDA**

A motion was made by G. Truman and seconded by J. Oesterly to accept the agenda as presented. On the issue, all members voted aye, and the motion passed.

**MINUTES OF MARCH 2020 MEETING**

After review, a motion to approve the March minutes as written was made by J. Oesterly and seconded by C. Bechtel. On the issue, all members voted aye, and the minutes were approved as written.

**PUBLIC COMMENTS BY VISITORS**

There were no visitors present and no public comments by visitors. E. Wright stated that (1) the open meeting is being recorded on Zoom and will be available on the Library website as a video recording; and (2) public comments will be accepted by email or in-person (when possible) to the Library Director.

**ALDERMANIC REPORT**

Alderwoman O'Neill reported that 72% of Brentwood's income is from sales taxes, thus the COVID-19 pandemic, the closure of so many businesses, and the subsequent economic downturn have greatly affected that revenue stream. Fortunately the Library has not been affected similarly because of its separate tax base unrelated to sales tax.

**LIBRARY DIRECTOR'S REPORT (See attached documents)**

Director Gibbons reported that the surveillance camera data is loaded onto her computer and shows good coverage in most areas. There are 6 cameras with wiring and licenses for 8 altogether, so that we can add 2 more cameras later. If we require more in the future, we will need to purchase wiring and cameras, plus additional licensing. The City installed wiring for 1 camera in our parking lot but the camera is not yet placed. We briefly discussed having Chromebooks or similar for the Trustees but decided to revisit that at a later date. The online Summer Reading Club is open from May 15-August 15 for adults and kids. We also discussed online programming during our COVID-19 library closure and found that there was enthusiasm, but it was difficult to ascertain if there were positive results. Most libraries, large and small, were doing similar things, but larger libraries such as SLCL have more resources and were able to offer more extended benefits such as food delivery with books.

## OLD BUSINESS

1. Staffing during COVID-19: On March 16, 2020, Director Gibbons asked the Board of Trustees to authorize paying library staff (both FT and PT) their regular salaries beginning on March 17, 2020 (when the Library closed). Voting by email, all Board members voted aye to approve the request. During this current meeting, a motion to ratify that vote was made by G. Truman and seconded by J Oesterly. On the issue, all members voted aye to ratify. After discussion regarding ongoing employee salaries and options for the staff, a motion was made by L. Wilson and seconded by J. Oesterly to extend the current salaries for both FT and PT employees until June 16, 2020. On the issue, all aye and the motion passed. (For reference: <https://labor.mo.gov/coronavirus>)
2. Safety Committee: Director Gibbons presented the new Video Surveillance Policy (see attached document) which has been reviewed by the Library's attorney. The policy concerns the security cameras, surveillance protocols, monitoring/disclosure of video records, and retention/storage of the video records. In addition, there is a new Information Access Request form for public records requests (see attached) in accordance with the MO Sunshine Law. These documents will be placed in the Employee Handbook along with the policies for the alarm system and library emergency plan. A motion to approve and adopt the Video Surveillance Policy was made by C. Bechtel and seconded by G. Truman. On the issue, all members voted aye. The motion passed. The documents will be added to the Handbook and also made available on the Library's website and at the Library.
3. HB 2044 update: President Wright spoke with the legislative liaison who reported that the bill concerning library oversight was never assigned to a committee in the MO legislature, therefore the bill is dead for this session. President Wright will continue to monitor the issue.
4. Financial Committee: No report.
5. Handbook for Library Boards of Trustees: E. Wright added this topic to the Old Business. He reviewed the Effective Meetings Handbook with the Board, specifically referring to some subjects relating to Board roles and responsibilities. The general opinion is that the Handbook is a good resource.

## TREASURER'S REPORT (See attached documents)

Treasurer L. DeVaughan reviewed the financial reports from the City. There were some large expenses in a few items (e.g. book purchases, legal fees for our attorney, and computer costs, which actually represented the expenses related to the surveillance system). She reported that we are running at about 80% of our budget. Again, our financials on the City website are not correct data, and our *ad valorem* taxes are still not included for 2019. Some suggestions for addressing and correcting these issues were discussed. Our new accounting firm, Purk and Associates, is under contract. Director Gibbons and E. Wright will work on setting up signature accounts, and G. Gibbons has purchased Quickbooks which Purk will set up. L. DeVaughan reported that, thus far, the pandemic has not caused any negative effects but could be different in the 2020 tax year.

## NEW BUSINESS

1. Election of Board Officers: Election of officers takes place annually in May, with the newly elected Board taking office in June. As Nominating Committee chair, J. Oesterly prepared a slate of candidates. All people listed have agreed to run. The slate consists of President: E. Wright, Vice President: J. Oesterly, Secretary: C. Bechtel, and Treasurer: L. DeVaughan. A motion to accept the slate of candidates as submitted was made by G. Truman and seconded by J. Oesterly. On the motion, all members voted

aye, and the slate was approved. The new Board will take their positions at the next Board meeting in June. G. Truman declined to continue as Vice President due to other responsibilities but he will remain on the Board. Board members thanked him for his service and contributions as VP. Additionally, President Wright announced that C. Herrington has submitted his resignation from the Board due to his personal responsibilities and travel schedule. He has been a very active Trustee and will be greatly missed. We will be looking for possible candidates and would like to fill the vacancy by September if not earlier. C. Bechtel volunteered to participate in candidate interviews if needed.

## 2. Steps to re-open the Library:

Director Gibbons presented a detailed document from the MO State Library with guidelines for a phased re-opening (See attached document). She participates in weekly meetings with the Library Consortium, the SLCL and the State Librarian to begin planning and implementing the process for BPL when the re-opening begins. (See also <https://www.ims.gov/coronavirus-covid-19-updates>). We have a great director and staff at BPL and all are concerned for the safety and well-being of the staff, patrons, and the library itself. The Board will assist and support as needed.

## **EXECUTIVE SESSION**

President Wright requested a motion to open Executive Session to discuss legal and personnel matters. A motion was made by J. Oesterly and seconded by K. Ryan to open the session. A roll call vote was taken: G. Truman-aye, L. Wilson-aye, J. Oesterly-aye, L. DeVaughan-aye, L. Ashmore-Ruppel-aye, K. Ryan-aye, E. Wright-aye, and C. Bechtel-aye. The motion passed, and the session opened at 7:15 PM. After discussion of the issues, a motion to close Executive Session was made by J. Oesterly and seconded by G. Truman. Roll call vote: all members voted aye and the session was closed at 7:55 PM.

## **ADJOURNMENT**

The next meeting is scheduled on Monday June 8, 2020 at 6:30 PM. The meeting may be virtual or in-person, depending on COVID-19 restrictions. A motion to adjourn was made by C. Bechtel and seconded by L. Wilson. On the issue, all aye. Meeting adjourned at 8:00 PM.

Respectfully submitted,

Cynthia Bechtel, Secretary