

**Brentwood Public Library
Board of Trustees Meeting
April 14, 2026**

CALL TO ORDER - ROLL CALL FOR QUORUM

President Ed 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), Megan Moss (Treasurer), Angela BoClair, Kelsey Burkemper, Beth Miller Erman, and Laura McAllister. A quorum was present. Gina Gibbons, Library Director, and Sharon Harter, the aldermanic liaison, were also present. Mary Stevens was absent from the meeting.

ACCEPTANCE OF THE AGENDA

An item will be added to the new business agenda to give the city notice that the library is vacating the facilities. 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 March 10, 2026, are accepted by E. Wright as submitted.

READING OF PUBLIC COMMENTS

There are no visitors at this meeting.

ALDERMANIC LIAISON'S REPORT

On the website, you can see the street sweeping. Eager Road Clean Up is scheduled for Friday, April 17th. Participants can meet at Dierberg's parking lot at 9 am. Coffee with the Mayor takes place on May 28. May 2nd is the community shred day, and May 9 is electronic recycling day. The city created a Sustainability Toolkit available at the Parks and Recreation Center to test your home for sustainability. A video explaining it will be posted on social media and on the city website at the end of the month.

LIBRARY DIRECTOR'S REPORT

The library has a library science student, Mika, working on a Capstone project. Mika will be focusing on the Reference by Mail program, which currently has a backlog. There has been an influx of teen volunteers at the library. The volunteers are making new library card welcome packets, cleaning toys, and dusting shelves. Mark Twain Elementary auctions the Librarian-for-a-Day prize. This year's winner was a first-grade student who seemed to very much enjoy her day (actually an hour) working in the library. Her mother said that she definitely wants to be a librarian when she grows up. The experience is equally fun for the student and staff.

The library will temporarily suspend passport processing while the lead passport agent is on medical leave. The library is checking whether the lead can be switched and whether there is enough staff to do the work. The stop is only temporary and will resume as soon as possible.

A patron sent a lovely email to the library, cc'ing the Mayor and City Planner. The email will be shared with the board. A quote, "This is my favorite library of all the area libraries, including St. Charles. You all are library people. You are welcoming and community-minded in a way that is unique."

OLD BUSINESS

Update on the New Building

Last week E. Wright attended the building meeting for construction updates. Jen and Wesley from Navigate were firm with Scott at ICS construction, requesting a clear schedule update. The brickwork on the south exterior wall has started and should be completed in the next two weeks. Next week, starting the pathways and sidewalks, which will cause a slight closure of a lane of Brentwood Blvd. Discussed the west wall and the drainage issues underneath it. The engineers provided some options, which were reviewed by Navigate, ICS, and Arcturis. The solution will be water-tight, within budget, and will happen on schedule. E. Wright asked for another library board visit for mid to late May - options include Memorial Day or another day after 3:00. Memorial Day is not a good day for many people. E. Wright will ask about a different day after 4:00.

The furniture order has been finalized, and a deposit for the shelving will be made on April 24.

The construction work is on schedule with final completion on August 8.

The library's lawyer sent an email clarifying the library's non-liability for the drainage issue on the west and south sides. Those email will be given to the residents.

The time capsule subcommittee will meet in June.

K. Ryan and G. Gibbons discussed the book chain. K. Ryan walked the route and thought we would need 150 to 160 people to make it from door to door. There would need to be at least 200 people for the book chain. The chain could happen on August 22nd. The library would use the sign-up program that also sends email reminders. August 29th would be the rain date. The goal would be to move about 200 books (new materials). The library would need 12 staff/board (in safety vests) to man each intersection and 2 police to stop Brentwood Blvd. Another idea is to engage vendors - coffee and donut - to join us. The library should be ready for people to get a sneak peek at the new library. The line would form at the new and old libraries, so encourage people to walk to their closest library. The event would start at 9:00 am and get everyone set up by 9:30 am. The library will tell the police department 30 days prior to the event. Ask the fire department to take a drone video of the event. The library could find someone to capture a video and still photos of the event as well. A giveaway will be available, such as a "Booking it to the BPL" t-shirt or one with the new logo. West Community Credit Union might be willing to donate funds for the t-shirts. Everyone would get a sticker with a clever tagline. The committee will meet on the first Monday of the month at the library at 6:30 pm. K. Ryan will send an email with more details.

Strategic Planning Implementation Committee

There are three board members - Beth Miller Erman, Laura McAllister, and Ed Wright. G. Gibbons will also be on the committee and will invite a staff member to join.

TREASURER'S REPORT

The library's total assets are \$9.3 million. The library's income is over budget because the library is receiving tax money directly. The employee benefit invoice from the city was late last month, so there will be two invoices this month. A quarter assessment will be conducted at the May meeting to determine whether budget categories and predictions need to be adjusted as recommended by the auditor.

NEW BUSINESS

Officer Nominating Committee for 2026-2027 Board

The officer terms expire in June, and the election for new officers will be held in May. Mary Stevens will serve as the nominating committee. She will reach out to current officers to discuss if they would like to continue in their role. If anyone is interested in serving in a role, contact Mary Stevens.

Policies

Cybersecurity, Photography, and Recording Policy

G. Gibbons provided a Cybersecurity Policy from Kirkwood Library for the board review. The policy states: "The Library takes reasonable cybersecurity and other measures to safeguard information, including protected personally identifiable information (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the recipient or sub-recipient considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality." G. Gibbons will provide this copy to the library lawyer for review.

The library needs to develop a policy on photography and recording. G. Gibbons identified four policies to compare and create an option for the library board and the library lawyer to review.

Notification to City Regarding Lease

The library needs to provide 6 months' notice of vacating the property. The library will pay rent through October, as it will take time to vacate all items. By October, the city may know how it will use the space, so the library might be able to leave some furniture behind. A resolution will be made, and the library's lawyer will provide the notice, by personal delivery, email, or certified or registered mail, a mandatory copy to the city attorney.

A motion was made by B. Miller Erman and seconded by M. Moss to instruct the library's lawyer to send appropriate legal notice of our intent to vacate the property as of October 31, 2026. All vote aye.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

The next meeting will be held on May 12, 2026, at 6:30 p.m., in the library meeting room. A motion to adjourn the meeting was made by M. Moss, seconded by K. Ryan at 7:27 p.m. All vote aye.