

**Brentwood Public Library  
Board of Trustees Meeting  
January 10, 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), Jeanette Oesterly (Treasurer), Lori Ashmore-Ruppel, Beth Miller Erman, Angela BoClair-Jones, Kelsey Burkemper and Cindy Bechtel. Also present Gina Gibbons, Library Director. Garry Truman was absent. A quorum was present.

**ACCEPTANCE OF AGENDA**

Ed proposes to add a personnel matter to the Executive Session agenda. A motion to accept the agenda as amended was made by K. Ryan and seconded by C. Bechtel to accept the agenda. All members voted aye, and the motion passed.

**APPROVAL OF MINUTES**

L. Ashmore-Ruppel amended to correct a name from the minutes. A motion was made by J. Oesterly and seconded by C. Bechtel to approve the minutes of the November 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**

Alderman O'Neill was not present for this meeting. There is nothing to report.

**LIBRARY DIRECTOR'S REPORT**

The Library Director shared that the library hosted some popular programs in December including Winter Story Time on a Monday night, Graham Cracker House Event, and Ballerina Storytime Event. The library has done 99 passports since August and has 40 appointments on the schedule. Two more staff will be trained and certified for passports. Sam and Asha graduated from library school in 2022. Asha will be with the library for at least a year because the library provided educational benefits. The library retired take-home crafts. The library made over 4,500 kits for children and adults combined over the last 2.5 years. The library will do in person crafts on Tuesday evenings and Saturdays.

**OLD BUSINESS**

Safety Plan – The approved plan is being implemented by library staff.

Employee Handbook – There are a few proposed additions. In the Employment Policies Section, add a policy on background checks that may be performed prior to making an offer of employment. Another addition would be adding the Safety Policy in the Employment

Policies section. 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). The edited policies will be brought to the next meeting for approval.

Community Relationship – The library is waiting for more opportunities to engage with the community in the spring. Open to any events in the area where the library can have a presence. January is National Skate Month and Brentwood Parks and Rec will have events on Friday, January 13th and Saturday, January 14th. There will be a Brentwood Ice Festival on Friday, February 24 where the library can engage with the community.

Library Advocacy – The proposed rule by Ashcroft got a record number of responses and the majority were in opposition to the rule. Missouri Library Advocacy Day is February 7th. The event in Jefferson City begins with an address by Ashcroft. E. Wright and G. Gibbons will be attending and is open for any other board members who can also attend.

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

Goals for 2023 - The safety and handbook goals are nearly complete so will be removed from the goals for 2023. The facilities, relations with community and library advocacy will remain as goals for 2023. Another potential goal is to do strategic planning and as a part of that rewrite the library mission statement. Board members will contemplate on which goals they would like to focus. The goals will be approved and implemented at the next meeting.

Treasurer's Report – J. Oesterly reviewed and discussed the current financial reports. The library remains stable with our bank reserve of approximately \$1,700,000. The library is starting to receive the Ad Valorem but is waiting on invoices from the city for rent, utilities, and benefits for several months of 2022.

#### NEW BUSINESS

There is no new business at this time.

#### EXECUTIVE SESSION

There was a motion to enter the executive session moved by B. Erman and seconded by A. BoClair-Jones at 7:33 p.m. Roll call all say aye.

There was a motion to leave the executive session moved by C. Bechtel and seconded by A. BoClair-Jones at 7:56 p.m. Roll call all say aye.

#### ADJOURNMENT

The next meeting is at 6:30 p.m. on Tuesday, February 14 in the Library meeting room. There was a motion to adjourn moved by K. Burkemper and seconded by L. Ashmore-Ruppel at 7:57 p.m. All members voted aye, and the motion passed.