

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

CALL TO ORDER - ROLL CALL FOR QUORUM

President Wright called the meeting to order at 6:34 p.m. Board members present were Ed Wright (President), Kathy Ryan (Vice-President), Lori Ashmore-Ruppel, Beth Miller Erman, Gary Truman, Kelsey Burkemper and Cindy Bechtel. Also present Gina Gibbons, Library Director. A quorum was present. Jeanette Oesterly, Angela BoClair-Jones and Alderman Kathy O'Neill were not present.

ACCEPTANCE OF AGENDA

A motion to accept the agenda G. Truman and seconded by B. Miller Erman 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 C. Bechtel to approve the minutes of the February meeting as written. All members 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 to the Library Director.

ALDERMANIC REPORT

The Alderperson was not present at this meeting. K. O'Neill did not have anything to submit at this time.

LIBRARY DIRECTOR'S REPORT

The new public computers are now fixed but there is a problem with the laptops. The library director is working on the issue with the software company whose product is causing the problem. The library will have an increase in the MLC cost because the cost was based on usage but is now based on a percentage of the library's income through taxes. The library will go from paying 6% to 10% but it seems like our fair share. A woman fell at the library, but she did not want help. The library staff was able to assist along with a patron who was in the library. The staff followed the safety plan and were prepared to call the fire department, but the patron requested that they not call.

The library started using a program that allows people to register in advance for certain activities, like adult crafts and Craftibility. It is free up to 50 registrations per month and then it is \$0.10 per person. The fire department does training for chest compressions and how to use the AED machine for no cost. It would be helpful for the library staff to be trained. B. Miller Erman will share the contact information to set up the training. The library will investigate a grant to purchase an AED machine.

OLD BUSINESS

Employee Handbook – No report at this time.

Community Relationship – No report at this time.

Advocacy for Libraries – There is an amendment to a House bill HB 986 by representative Jim Murphy. This would put a limit on how a library can acquire property. It also says libraries can only spend tax dollars on items that are in the library of congress (no items like telescopes or fishing poles). The amendment will be watched but is not expected to pass. The bill has been referred to House Rules and Oversight Committee.

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

Strategic Planning - No report at this time.

TREASURER'S REPORT

Financial Reports - The February Financial reports were submitted. The current assets are approximately \$2,300,000. Incorrect bills went to 6445 miscellaneous. A correction will be made to show those costs in the appropriate accounts.

NEW BUSINESS

Procurement Policy

The procurement policy was created by the library lawyer. This policy states that a purchase of \$20,000 or more requires authority and a particular process. Other library directors use the limit of \$25,000. If the library chooses to obtain professional services, this is a necessary policy to have in place to guide decision making. The board will review the policy and give comments and approve at the meeting in March. The library director will invite the library's lawyer to the next meeting to discuss the policy.

EXECUTIVE SESSION

There was a motion to enter the executive session moved by K. Ryan and seconded by G. Truman at 7:07 p.m. Roll call all say aye.

ADJOURNMENT

The next meeting is at 6:30 p.m. on Tuesday, April 18 in the Library meeting room. There was a motion to adjourn moved by L. Ashmore-Ruppel and seconded by G. Truman at 7:26 p.m. All members voted aye.