

**Brentwood Public Library
Board of Trustees Meeting
October 14, 2025**

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

ACCEPTANCE OF THE AGENDA

A motion was made to accept the agenda by M. Moss and seconded by B. Miller Erman. All vote aye.

MINUTES OF THE MAY MEETING

The minutes of September 9, 2025, are accepted by E. Wright as submitted.

READING OF PUBLIC COMMENTS

There were no visitors at the meeting.

ALDERMANIC LIAISON'S REPORT

The city is working on the budget. There are "Leave the Leaves" signs available. The police are warning about gift card scams. The city created a video on social media to introduce the city staff. The sustainability project brought goats to Memorial Park.

LIBRARY DIRECTOR'S REPORT

Sarah has been elected to the Missouri Evergreen Consortium Executive Board. Kathleen Gallagher from Richmond Heights was also elected. We are hoping that the presence of MLC staff on the board will help shape policies that are more patron-friendly throughout the consortium.

The library garage sale made \$777. The garage sale was much easier with all the help in setting up and cleaning up. The Fire Department Open House was also a success; it was busy the entire time.

The Missouri Library Association conference was in St. Louis, so the library sent five full-time staff members to one day of the conference. The conference covered the topics of AI, how to combat toxicity at work, Dungeons and Dragons, and many more topics. The staff was excited to attend.

OLD BUSINESS

Update on the Design Process

Meeting with Navigate/Arcturis

Chrissy Hill Rogers at Arcturis informed the library that the building design is a finalist for the Sophisticated Living Design Awards in the Unbuilt Category. The awards will be held on November 5th. The design work for the new brand was awarded the platinum-level Marcom Award.

The elevator shaft is underway. The beams for the second floor have been reinforced to hold the load of the materials. Part of the concrete wall along the staircase will need to be redone.

The library is creating a mouse house in the children's room. It will be designed now so it can be integrated into the overall design.

Time Capsule

A subcommittee is working on outlining the process for the time capsule.

Community Relations Committee

Thank you to everyone who donated, worked, or shopped at the library garage sale. The garage sale (without distinct prices) was good for community relations. It was recommended that the library be open to taking donations for items to sell at the next garage sale. Some parents who cannot coordinate their own garage sale would appreciate a place to donate their items and give to the library. There are no other library events in the near future.

Library Advocacy Committee

Banned Book Week was last week. G. Gibbons will let us know which book won the banned book contest at the library.

Strategic Planning Committee

L. McAllister and B. Miller Erman met to discuss and now have more questions. The strategic plan document will be sent to the board with specific questions. Many of the questions center on what responsibilities belong to the boards and what responsibilities are the staff's. One question: What would the shelf donations go toward? A few options are to let people choose from a few options (general, programs, materials) or to choose a specific program (such as a garden shed or other ideas that had to be excluded from the building plan). Board members are to review and send updates to Beth. The next step is to establish a subcommittee of staff to review and provide feedback.

A task before the opening includes writing some policies, such as a policy on the use of the meeting rooms. The library director will draft a policy and bring it to the board.

TREASURER'S REPORT

The library's total assets are \$8.2 million. Of that amount, \$5.5 million is from the COPS fund, and the other \$2.7 million is from investments.

NEW BUSINESS

2025 Budget Amendment

The library auditor instructed the library to reconcile the budget by specific accounts, not just the overall budget. The library director recommended budget adjustments to the accounts to balance them, proposing an amended 2025 budget. In November, the board will approve the modified 2025 budget.

2026 Budget

A draft of the 2026 budget was presented. The library has funds committed to the building through investments, which will be accounted for in the budget. The library investments are included in the 2026 income. These funds will be used in capital expenditures to repay the COPS.

The library will require additional staff, which will increase the budget for various accounts. A breakdown will be needed around the number of staff that will be added, including salaries, payroll tax, and benefits, specifically around part-time staff to cover full-time PTO. The budget proposal accounts for an additional two part-time employees. The budget also includes cost-of-living raises

for current employees. In November, the library director will provide a breakdown of salaries for board review. The board will vote on the budget at the December board meeting.

Reschedule the November 11th meeting

The library will be closed on November 11th in observance of Veterans' Day. The meeting will take place on Thursday, November 13th, at 6:30 p.m.

ADJOURNMENT

The next meeting will take place on November 13, 2025, at 6:30 p.m. A motion to adjourn the meeting was made by B. Miller Erman and seconded by K. Burkemper at 7:28 p.m. All vote aye.