

**Brentwood Public Library  
Board of Trustees Meeting  
September 9, 2025**

**CALL TO ORDER - ROLL CALL FOR QUORUM**

President Ed Wright called the meeting to order at 6:32 p.m. Board members present were Ed Wright (President), Kathy Ryan (Vice President), Lori Ashmore-Ruppel (Secretary), Angela BoClair, Laura McAllister, Beth Miller Erman, and Megan Moss. A quorum was present. Gina Gibbons, Library Director, was also present. Sharon Harter, the aldermanic liaison, was not in attendance, and Mary Stevens and Kelsey Burkemper were absent from the meeting. Megan Moss has officially joined the library board of directors.

**ACCEPTANCE OF THE AGENDA**

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

**MINUTES OF THE MAY MEETING**

The minutes of June 10, 2025 are accepted by E. Wright as recorded.

**READING OF PUBLIC COMMENTS**

There were no visitors at the meeting.

**ALDERMANIC LIAISON'S REPORT**

The aldermanic liaison was not available to attend the meeting. S. Harter did send information to report. Aldermanic meetings will continue to start at 6 p.m. Brentwood is doing Sustainable September where they will showcasing projects and programs that make Brentwood a greener place to live. The Brentwood Days theme is 'Live Green and Love Brentwood'. Brentwood Days will include a 5k run at 8 a.m. on Saturday, followed by a parade at noon with a drone show on Saturday night. The Fire Department open house is on October 4th from 11-1.

**LIBRARY DIRECTOR'S REPORT**

The Summer Reading Program had about the same number of participants this year as it did in 2024. The library purchased two of the three TVs needed for the new building, using grant funds from the Missouri State Library. The library still need to purchase the conference meeting equipment. In the meantime, one of the TVs can be used to support a film series that Andrew is developing. The library can use films from the Canopy app without extra costs. The film series will be geared towards adults.

The library hosted a puzzle sale with a profit of \$204 that will go to the new library fund. There were four volunteers this summer - three from St. Louis Arc and one former BHS student. Clare continues to develop more adult craft class, and Caitlin is developing a Dungeons and Dragons club. Sarah is starting a book club for 8-10 year olds called The Bookaneers. The library is participating in the garage sale on October 4th and is accepting any donated items.

## OLD BUSINESS

### Update on the Design Process

Thanks to everyone who attended the building groundbreaking ceremony in June. The library is getting donations and gifts - a \$1000 check from the Historical Society for their display area. Other patrons have made donations to the library. The discussion around a sponsor-a-shelf program continues.

Arcturis and Navigate are pouring the footings for the addition. The asbestos has been removed and abated. Arcturis brought samples of all the carpets and other finishes to the recent meeting and all were approved. There is nothing for the library to do at this time unless an issue arises. The budget continues to be evaluated as decisions are made but there are no major issues at this time. The library is on schedule to be open fall 2026. The board will plan a visit the new library in a couple of months (likely December) when the space is safer to walk through.

At the Navigate meeting, a time capsule was discussed. There are many remaining questions: how big would it be, where would it be buried, how soon does ICS need to know in order to make it happen? E. Wright suggested the board needs a subcommittee of to discuss the time capsule. E. Wright will email the board to see who would be interested in serving on the committee.

### Community Relations Committee

The community relations committee will continue to support library activities and programs. Board volunteers are needed for the October 4th garage sale and the fire department open house.

There has been a collection of \$200 to sponsor-a-shelf from a neighbor that is interested. The cost needs to be reviewed. In Kirkwood, the shelf plate costs \$6 and the donation is \$100. The committee will need to discuss how to advertise the program. A potential idea would be to create a Support Your Library webpage. The goal is to have this program ready before the library opens. The program will need to be clear on how often the shelf plaques go up (quarterly). The process will be ready to implement in June 2026.

### Library Advocacy Committee

There are concerns about the property tax bill that will be coming. Krista from Kirkwood went to a county-wide hearing, but nobody from the county library was present. Many people think something will pass, but are unsure about the details. The basic city and county services will be impacted if there are changes, so the legislators in Jefferson City will be tasked with creating a system to pay for these services.

### Strategic Planning Committee

The strategic planning committee took the summer off from meeting. The committee will reconvene and review the draft. The link will be sent out to every for review. The discussion will continue in October.

### Rebranding Committee

The website/catalogue has been updated with the new logo and there are 4 new library card designs available for new card holders or anyone who would like a new card.

### TREASURER'S REPORT

The current total in the checking out is approximately \$490,000 with the CIBC investment account at \$2.7 million. The Investment from COPs is at \$3.6 million. All COP repayments have been made for 2025.

### NEW BUSINESS

#### Treasurer election

The position of treasurer is currently open. Megan Moss is nominated to be treasurer by K. Ryan and seconded by L. McAllister. All vote aye.

#### Annual Tax Rate Hearing

The potential date for the annual tax rate hearing is Tuesday, September 23rd at 5:30 p.m. at the Brentwood Library. This tax rate hearing is required by law. E. Wright, G. Gibbons, and M. Moss proposed potential questions that might be asked at the public hearing. They also wrote proposed answers. The library requires a quorum of the library board to vote on a motion to set the tax rate at the hearing. The date will be posted in three public places. A motion to set the tax rate hearing for September 23rd at 5:30 p.m. by B. Miller Erman and seconded by L. McAllister. All vote aye.

#### Printing Policy

The printing policy has become costly with the new printer due to the cost of toner. G. Gibbons provided information regarding other libraries printing policies. G. Gibbons proposes the policy changes to provide 30 pages for free with up to 10 of the copies in color. Beyond the free pages, the proposed cost would be \$0.25 per page for color and \$0.10 for black and white. A motion to set the printing policies as 30 pages (up to 10 in color) and the cost of \$0.10 for black and white per page and \$0.25 in color per page was moved by L. Ashmore-Ruppel and seconded by A. BoClair. All vote aye. The new policy will start October 1.

### ADJOURNMENT

The next meeting will take place on October 14, 2025, at 6:30 p.m. A motion to adjourn the meeting was made by M. Moss and seconded by A. BoClair at 7:43 p.m. All vote aye.