

BRENTWOOD PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

DECEMBER 1, 2020

CALL TO ORDER--ROLL CALL VOTE FOR QUORUM

President Wright called the meeting to order at 6:31 PM. Board members present: Ed Wright (President), Jeanette Oesterly (Vice President), Lynne DeVaughan (Treasurer), Cindy Bechtel (Secretary), Angela BoClair-Jones, Kelsey Burkemper, Lori Ashmore-Ruppel, Kathy Ryan, and Garry Truman. Others present: Gina Gibbons, Library Director, and Kathy O'Neill, Board of Aldermen Liaison. A quorum was present. President Wright stated that this virtual meeting on Zoom is in accordance with the MO Attorney General's office and regulations during the current COVID-19 pandemic.

ACCEPTANCE OF AGENDA

A motion to accept was made by J. Oesterly and seconded by C. Bechtel to accept the agenda with the following modifications: reorder old business to (1) facilities, (2) employee handbook committee, (3) accounting status, (4) goals for 2021 and (5) 2021 budget. On the issue, all members voted aye. The motion passed to accept the agenda as amended.

MINUTES OF THE NOVEMBER 2020 MEETING

After review of the minutes, a motion was made by L. DeVaughan and seconded by G. Truman to approve the minutes as written. On the issue, all members voted aye, and the motion passed.

PUBLIC COMMENTS

No visitors were present and no public comments were submitted. E. Wright stated that (1) the open meeting is being recorded on Zoom and will be available on the Library as a livestream recording on Youtube and (2) public comments will be accepted by email or in-person (when possible) to the Library Director.

ALDERMANIC REPORT

Alderwoman Kathy O'Neill reported that there was no city business affecting the library. The library is on the next Ways and Means Committee agenda to discuss the library lease.

DIRECTOR'S REPORT (See attached document)

Director Gibbons reviewed the current programming for children and adults. The Tiny Art Show is displayed in the window and contains 30 canvases. The November statistics were not ready at the time of the meeting. The Winter Reading Club begins December 1st and runs through the end of January. The library will be adding digital New York Times which will give online access to patrons with a library account. Another digital newspaper subscription might be added in the future. A part-time employee will be leaving at the end of the year. The job will be posted after the first of the year. RB digital magazine subscription will be under the Overdrive system. The bike rack repair station will be installed and purchased by the Parks and Recreation Sustainability Committee. For the time between Christmas

and New Year's, the library will continue its current hours.

OLD BUSINESS

1. Facilities Committee report: The Committee will meet in January to overview its objective, set goals and look at resources.

2. Employee Handbook Committee report: The Committee (G. Gibbons, L. Ashmore-Ruppel) proposed time sensitive change to the employee handbook regarding when employees receive their vacation time. The current handbook rule states that employees receive their vacation days (based on time of service) on the anniversary of their hire date. The proposed change was to give all employees their vacation days at the start of the year. After some discussion regarding the employees inability to use vacation for the first six months as well as the rule that requires vacation be used or lost, it was decided that the Employee Handbook Committee formulate a proposed change for discussion at the next meeting.

3. Accounting Status: Jennifer Moss from Purk Associates or L. DeVaughan will set up the quick books account. Square will be used for the library payroll. Error and omission insurance is being set up with Three State.

4. Goals for 2021: Prior to the meeting E. Wright sent a draft of the 2021 objectives. These include some new objectives as well as ones based on the 2020 objectives. The items with *** were added during the meeting.

****Implement new lease agreement with the city of Brentwood**

- **Clarify functions of library**

- **Operate in accordance with lease provisions**

- *** Updated employee handbook revisions and adopt as board**

****Implement new accounting procedures with accounting firm**

- **Retain a bookkeeper to carry out appropriate functions**

- **Invest in interest-producing products**

****Implement a written safety plan for staff and patrons**

- **Have board subcommittee create a written safety plan**

- **Get approval of plan by staff, attorney, and board**

- **Publicize plan to patrons and staff**

****Re-open library for full services when appropriate**

- **Review and monitor procedures of other libraries during pandemic**

- **Create plan for re-opening**

- **Publicize plan and re-open to public**

****Create a Library Facilities Subcommittee and study options for new/renovated space**

- **Create subcommittee to meet regularly and report back to full board**

- **Determine library's current space limitations and future space needs**
- **Meet with appropriate professionals (realtor, architect, engineers, librarians) to help determine needs and options**

TREASURER'S REPORT

There is no treasurer's report at this time.

NEW BUSINESS

Timetable of Business for Board Members: E. Wright sent a document prior to the meeting of general timetable for board tasks. Board members should send any edits or suggestions to E. Wright..

2021 Budget: L. DeVaughan and G. Gibbons provided an updated budget for 2021 showing the budgeted and actual figures for 2020 (see attached document). The current salaries cost is down because the staff is less one full-time person and the expenses related to cleaning which were part-time salary is now a part of miscellaneous contractual expenses. The insurance cost will increase due to the errors and omissions insurance that was previously covered under the city's policy. The accounting line item will be the expense for Purk Associates or a potential part-time staff person. Capital expenditures will end in 2024. The account title "Community Services" will change to "Programming/Adult" The "Strategic Planning Project" account title is for the Facilities Committee such as consulting, appraisal or surveys for a new space.

A motion to approve the 2021 budget was made by G. Truman and seconded by J. Osterley. On the issue, all members voted aye, and the motion passed.

PUBLIC COMMENTS

No visitors were present, and no public comments were submitted.

EXECUTIVE SESSION

President Wright requested a motion to open Executive Session to discuss legal and personnel matters. A motion was made by C. Bechtel and seconded by J. Oesterly to open the session. Roll call vote: E. Wright-aye, J. Oesterly-aye, L. DeVaughan-aye, C. Bechtel-aye, A. BoClair-Jones-aye, K. Burkemper-aye, L. Ashmore-Ruppel-aye, K. Ryan-aye, G. Truman-aye. The motion passed unanimously, and the session was opened at 7:35 PM. After discussion of legal and personnel matters was complete, a motion to close the session was made by C. Bechtel and seconded by G. Truman. Roll call vote: all members voted aye, and the session was closed at 8:25 PM.

ADJOURNMENT

A Board meeting may be called in December after the Alderman meeting to approved the lease between the city and library. The next scheduled Board meeting will be Tuesday January 5, 2021 at 6:30 PM. A motion to adjourn was made by J. Oesterly and seconded by G. Truman. All members voted aye. The motion passed, and the meeting was adjourned at 8:35 PM.

Respectfully submitted,
Lori Ashmore-Ruppel, Board Member