

BRENTWOOD PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

JANUARY 5, 2021

CALL TO ORDER-ROLL CALL FOR QUORUM

President Wright called the meeting to order at 6:33 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. Also 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 was made by G. Truman and seconded by L. DeVaughan to accept the meeting agenda as presented. On the issue, all members voted aye. The motion passed to accept the agenda.

MINUTES OF THE DECEMBER 2020 MEETING

After review of minutes, a motion was made by C. Bechtel and seconded by J. Oesterly to approve the minutes of the December 2020 meeting as written. On the issue, all members voted aye. The motion passed to approve the minutes. President Wright and C. Bechtel both thanked L. Ashmore-Ruppel for recording the minutes due to the illness of the Board Secretary.

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 website 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 K. O'Neill stated that the City will present the Library lease agreement for approval by the Board of Aldermen this month (January).

LIBRARY DIRECTOR'S REPORT

G. Gibbons reviewed current programming for adults and children. New toys and dolls were added to the kids' room. The hot spots arrived and are ready for use. A nonprofit, the Moses Center, is seeking a NEA grant and asked our Library to participate with other libraries in a "Big Read" (upcoming selection: *Beloved* by Toni Morrison). A decision has not yet been made. The Library Consortium is retiring our current library app and will replace it later this year. We are no longer working with the current company. Sarah and Gina signed a new contract with Beanstack as replacement for the digital Winter and Summer Reading Clubs in 2021. G. Gibbons states this is a nice product and our set-up fee was waived for the upcoming year. December statistics on use of library materials was down approximately 35-40% from 2019 to 2020. Use of E-materials increased from 921 (2019) to 1192 (2020).

OLD BUSINESS

1. 2021 Budget: The 2021 budget was approved by the Board at the December 2020 meeting but some changes are necessary due to utilities costs. The City will present an estimate to the Board for monthly utilities expenses by February 2021. L. DeVaughan estimated \$5000/month or approximately \$60,000 annually. The Board may need to do an amendment to the budget once we get the information from the City in February.
2. Library Facilities Committee report: President Wright announced that the initial committee meeting will be Monday January 25, 2021, at 6:30 PM on Zoom. He will send a reminder to all committee members (E. Wright, J. Oesterly, G. Truman, K. Ryan, C. Bechtel, G. Gibbons, and K. O'Neill).
3. Employee Handbook Committee report: Committee members are G. Gibbons and L. Ashmore-Ruppel. The report will be tabled until the February Board meeting.
4. Accounting Status: L. DeVaughan reported that all our investment accounts have been moved into our checking account to cover bills. Our first payroll on Square was done successfully this week.
5. Goals for 2021: Board goals were reviewed and discussed. All committees will report monthly. A motion was made by J. Oesterly and seconded by K. Ryan to approve the 2021 Board goals as written. On the issue, all members voted aye and the motion passed. (See attached document)
6. Board Task Timetable: President Wright will monitor the Board of Trustees' monthly/annual timetable for 2021. (See attachment).
7. Library Lease with City: President Wright reported that the current lease document and the enabling ordinance have some problems, therefore the document was submitted to the Library's attorney for revision. That document was then sent to the City's attorney and City Administrator for final approval. Following that, the Lease and Services Agreement will go to the Board of Aldermen for its approval on January 19. In addition, the Agreement will be retro-active to January 1, 2021. President Wright will send final copies of the Agreement for the Board to review. There will be a special Zoom meeting of the Trustees on January 20 at 6:30 PM to discuss and approve the Lease and Services Agreement.

TREASURER'S REPORT (See attachments)

L. DeVaughan reported that there are a few complications with some of the financial data sheets, which were reviewed and discussed. We are now using Quickbook for 2021. Our account interest has been late in posting, and we are waiting for the City to complete our financial reports up to the end of 2020.

NEW BUSINESS - No new business at this time.

PUBLIC COMMENTS - No visitors were present and no comments were submitted.

EXECUTIVE SESSION - No executive session was needed.

ADJOURNMENT

The next Board meeting will be Tuesday February 2, 2021, at 6:30 PM on Zoom. A motion to adjourn was made by G. Truman and seconded by L. DeVaughan. On the issue, all members voted aye. The motion passed and the meeting adjourned at 7:09 PM.

Respectfully submitted,

Cynthia Bechtel, Secretary

