

BRENTWOOD PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

JUNE 8, 2020

CALL TO ORDER-ROLL CALL FOR QUORUM

President Ed Wright called the meeting to order at 6:34 PM. Present were Board members Lynne DeVaughan (Treasurer), Jeanette Oesterly, Lori Ashmore-Ruppel, Kathy Ryan, Ed Wright (President), Cindy Bechtel (Secretary), and Garry Truman. Absent: Libby Wilson, Chris Herrington. Also present were Library Director Gina Gibbons and Alderwoman Kathy O'Neill. 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 L. DeVaughan and seconded by E. Wright to accept the agenda as presented. On the motion, all members voted aye, and the agenda was accepted.

MINUTES OF MAY 2020 MEETING

After review, a motion to approve the May minutes as written was made by L. DeVaughan and seconded by J. Oesterly. On the issue, all members voted aye. The minutes were approved as written.

PUBLIC COMMENTS BY VISITORS

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 video recording; and (2) public comments will be accepted by email or in-person (when possible) to the Library Director.

ALDERMANIC REPORT

Alderwoman O'Neill reported that she was re-elected for another 2-year term on the Brentwood Board of Aldermen and will remain our Library liaison. She stated that Ward 3 has elected Jeff Gould to replace the incumbent. There was no other City news to report at this time.

DIRECTOR'S REPORT (See attached document)

G. Gibbons reported that use of E-materials has increased with a good response from patrons. The Library began curbside services on June 4, which involves returning books, etc. into the book drop and picking up requested items brought out to the cars by Library staff. The response to this service was positive and much appreciated. Intra-library deliveries are now underway, and those materials will be quarantined for 3 days after they arrive at the Library, the same as any materials returned by patrons. Some staff members are back at work in the Library and adjusting well with this system. Staff will continue to return as the next phases of re-opening begin. The Library is sending out craft kits for children, and the Summer Reading Clubs have 63 adults/teens and 81 kids enrolled.

OLD BUSINESS

1. Board vacancies: Two of our Trustees are leaving the Board. Chris Herrington has been on the Board since 2016 and is retiring. President Wright noted that he was a very active Trustee, served on several committees, and was quite adept at getting the Board to focus on key questions and actions. Libby Wilson, a librarian herself, came onto the Board in 2018. She has taken an ancillary volunteer position with the Missouri State Library. We will miss her library expertise and her hard work on the Board. The Board thanks them for their service and contributions and wishes them well in their future endeavors.

Director Gibbons reported that a search for candidates is underway. There has been some interest expressed, and we will be following up on that. Hopefully, interviews can begin soon so that the new Trustees can take their positions in September.

2. Library re-opening: G. Gibbons reported that the COVID-19 restrictions are being strictly followed and that staff is adapting well to the situation and responsibilities. She stated that curbside services will continue a while longer, even if other libraries may be a bit different in their plans. BPL will begin looking toward opening the Library with several restrictions, such as a limit on the number of people and setting time limits to be inside. Those guidelines will be available to the public in the near future.

3. Library staffing: The Board has previously voted to continue paying staff (both full and part-time) through June 16. Two persons chose to be furloughed and are not yet back at work. After discussion about further employee compensation, a motion to continue with the same payment schedule through September 16 was made by J. Oesterly and seconded by L. DeVaughan. On the issue, all members voted aye, and the motion passed.

4. Financial committee: Purk and Associates has set up Quick Books. The Board discussed the need to create a financial policy prior to opening new accounts as planned and will consult with Purk and our attorney regarding this. The City has to first sign off on the Library account. Director Gibbons and President Wright will be signatories on opening this account, which will be in the name of Brentwood Public Library.

5. Safety committee: There was no new information. The Library and Board are still concerned about the security of the lobby stairway and will check with Bola Akande, City Administrator, about better security. Additionally, we will request from her a key to the hallway door. We are currently awaiting the installation of our additional security equipment in the lobby entrance.

TREASURER'S REPORT

L. DeVaughan reported that the Library is under budget and has used approximately a third of our budgeted money YTD. Expenses are reduced due to the COVID-19 pandemic and the Library closing. She discussed transferring more money into investments. Those investments are liquid and can be transferred in 1-2 days. There is a question whether the bank rates for investment will be the same for the Library as for the City. A motion to transfer \$500,000 from our cash account into an investment fund was made by G. Truman and seconded by J. Oesterly. On the issue, all members voted aye, and the motion passed. G. Gibbons will (1) notify City Finance Director Karen Shaw regarding this matter and (2) will request our financial reports to be issued at the end of the month, not the date when the report is requested.

NEW BUSINESS

No new business at this time.

PUBLIC COMMENTS

No public comments at this time.

EXECUTIVE SESSION

President Wright requested a motion to open Executive Session to discuss legal matters. A motion was made by J. Oesterly and seconded by G. Truman to open the session. A roll call vote was taken: G. Truman-aye, J. Oesterly-aye, L. Ashmore-Ruppel-aye, L. DeVaughan-aye, K. Ryan-aye, E. Wright-aye, C. Bechtel-aye. The motion passed, and the session opened at 7:23 PM. Following discussion of the legal matters, a motion to close Executive Session was made by K. Ryan and seconded by G. Truman. Roll call vote : all members voted aye. The session was closed at 7:34 PM.

ADJOURNMENT

The next meeting is scheduled for Tuesday, September 1, 2020 at 6:30 PM (either in-person or virtual depending on current COVID-19 restrictions). A motion to adjourn the meeting was made by L. DeVaughan and seconded by E. Wright. On the issue, all aye. The meeting was adjourned at 7:36 PM.

Respectfully submitted,

Cynthia Bechtel, Secretary