

BRENTWOOD PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

OCTOBER 6, 2020

CALL TO ORDER-ROLL CALL FOR QUORUM

President Wright called the meeting to order at 6:32 PM. Present were Board members Ed Wright (President), Jeanette Oesterly (Vice President), Lynne DeVaughan (Treasurer) and Cindy Bechtel (Secretary), Angela BoClair-Jones, Lori Ashmore-Ruppel, Kathy Ryan, Kelsey Burkemper, and Garry Truman. Also present were 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 J. Oesterly and seconded by G. Truman to accept the agenda as presented. On the issue, all members voted aye, and the motion passed.

MINUTES OF SEPTEMBER 2020 MEETINGS

After review of the minutes, a motion was made by L. DeVaughan and seconded by G. Truman to approve the minutes as written for the monthly Trustees meeting on September 1, 2020. On the issue, all members voted aye, and the motion passed. Also a motion was made by J. Oesterly and seconded by L. DeVaughan to approve the minutes as written for a Special Trustees meeting on September 9, 2020. On the issue, all members voted aye, and the motion passed.

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

Kathy O'Neill reported that the Board of Aldermen authorized the property tax rate for 2021 as the Board voted in the September 9, 2020 special Trustees meeting. Kathy mentioned that Alderman Brandon Wegge introduced the newly formed Sustainability Commission to "advance energy conservation, environmental improvement and sustainability of resources." Residents interested in participation on the committee can find information on the Brentwood City website.

DIRECTOR'S REPORT (See attached document)

Director Gibbons reported that WiFi access will be available 24/7 in the Library's parking lot very soon. She is working with teachers at Brentwood Middle and High Schools about technology to access E-resources through the Library. Also, Gina is investigating purchase of some mobile Hot Spots for patrons. West Community Credit Union is once again sponsoring prizes for the Winter Reading Club. They have been very supportive of the Library. Library staff have been working hard with curbside services and online programming, which are much appreciated by patrons, and Stacy has been delivering some library materials to residents on her bicycle. Unfortunately, the Library had to close for several days

because of additional sidewalk installation around the building. Since the new computers are in place, Gina will be sending the old ones to recycling. Kyle, the project manager at Public Works, plans to reconfigure the Library parking lot in the near future. Once that is complete, Gina plans to install a new bike rack and a tire repair stand in the parking lot and to relocate the book drop to make it more convenient.

OLD BUSINESS

1. Staffing during COVID-19: We discussed staffing status and continuation of salaries. Rather than voting on this issue monthly, the Board decided to continue the current plan until the situation changes. A motion to continue paying current staff salaries until there is a change in Library operations was made by G. Truman and seconded by C. Bechtel. On the issue, all members voted aye, and the motion passed.
2. Financial Committee: Director Gibbons consulted with our accountant in preparation for opening a new bank account very soon. On October 20, 2020, the Committee (E. Wright, J. Oesterly, G. Gibbons) will meet with Bola Akande, City Administrator, along with the city attorney and the Library's attorney, to further discuss the lease and operations agreements.
3. Fiscal Policy: Regarding the newly written Library Fiscal Policy, President Wright reported that by consensus and with no objections at the September 2020 Board meeting, the Trustees approved the document with adjustments. The document has now been placed in the Library Handbook.

TREASURER'S REPORT (See attached documents)

L. DeVaughan discussed the most recent financial statements. Our current financial status is good, and the Library remains under-budget. We will soon be receiving income from property taxes (from November through March annually). As of today, our investment account totals \$1,405,608.23 and interest YTD is \$1,977.60. Cash in the bank is approximately \$68,000. We need to re-allocate money by the end of the year. After discussion of options, two motions were made:

- (1) A motion was made by L. DeVaughan and seconded by J. Oesterly to move \$50,000 from the investment account to the checking account on November 1, 2020, in order to cover operating expenses. On this issue, all members voted aye. The motion passed.
- (2) A motion was made by L. DeVaughan and seconded by G. Truman to transfer \$50,000 from the investment account into the checking account on December 1, 2020, in order to open a new account at CIBC (Canadian Imperial Bank of Commerce). On this issue, all members voted aye. The motion passed. The Financial Committee will schedule a meeting with our accounting firm soon.

NEW BUSINESS

No new business was planned for this meeting. However, the Board discussed options for the November meeting, including revisiting Board and Library goals for 2021.

PUBLIC COMMENTS

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

EXECUTIVE SESSION

No executive session was needed at this time. The Board postponed approval of the September 1, 2020 executive session minutes until the November meeting.

ADJOURNMENT

Because of the general election on November 3, the Board agreed to meet instead on Monday, November 9, 2020, at 6:30 PM. That meeting will likely be virtual on Zoom. Business being concluded tonight, a motion to adjourn the meeting was made by J. Oesterly and seconded by L. DeVaughan. On the issue, all members voted aye. The meeting was adjourned by President Wright at 7:36 PM.

Respectfully submitted,

Cynthia Bechtel, Secretary