

BRENTWOOD PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

NOVEMBER 9, 2020

CALL TO ORDER--ROLL CALL VOTE FOR QUORUM

President Wright called the meeting to order at 6:32 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 was made by J. Oesterly and seconded by C. Bechtel to accept the agenda with the following additions: (1) legal matters, (2) personnel issues, and (3) executive session. On the issue, all members voted aye. The motion passed to accept the agenda as amended.

MINUTES OF THE OCTOBER 2020 MEETING

After review of the minutes, a motion was made by L. DeVaughan and seconded by J. Oesterly 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 discussion of the Brentwood City 2021 budget is ongoing at this time. There also is discussion about better lighting in the parking lots around City Hall and the Library as well as additional security cameras.

DIRECTOR'S REPORT (See attached document)

Director Gibbons reviewed the current programming for children and adults. Children's programs include weekly story times and yoga, with access online and on Facebook. For adults, the Library's monthly book club is well attended, with several new members. Sarah and staff made Halloween goody bags, some puzzles and crafts to distribute to the kids. The WiFi access for the parking lot is complete; there will soon be 5 hotspots available; and we have 3 laptops available to check out for curbside use. The lobby/atrium at the front door is now for Library use only. The Library materials circulation is down a bit from October 2019, but use of our E-materials has increased. A patron wrote a long, glowing letter praising the Library, its staff and Director. The letter was much appreciated. The Library is still observing COVID-19 guidelines and continues curbside service only.

OLD BUSINESS

1. Financial Committee report: The Committee (Gibbons, Wright, Oesterly, DeVaughan) met with Jennifer Moss from Purk & Associates and discussed upcoming financial tasks and assigned members to finalize those tasks. L. DeVaughan reported that, based on our new fiscal policy, we need only one (1) board member to sign invoices (the treasurer or another board member). Invoices \$5000 or more still requires 2 board signatories. Signed invoices will be scanned into email and sent to Purk. For the payroll, Gina will submit that on Wednesday before the Friday payday, using Square. We will go live with payroll in January 2021, then re-assess with Purk after one year. Our tax revenue, which must go to Brentwood City first, should begin in November and will go into our investment account.

TREASURER'S REPORT (See attached Treasurer's report, October balance sheet and financial statement)

We have \$1,405,796.04 in our investment account and \$8,972.70 in the checking account on October 31. We are still about \$100,000 below budget for this past month. The Accounting budget (#6165) is higher than projected because it now includes monthly Purk accounting and audit expenses. Director Gibbon also plans to replace study carrels and recovering chairs while the Library is closed due to COVID-19 guidelines. For more details, see the attached documents.

NEW BUSINESS

2021 Budget: L. DeVaughan presented the budget proposal for 2021 (see attached documents). She discussed several points. Our revenue should increase by about 1% for 2021 and our expenditures typically increase by about 3%. As a new entity, the Library (not the City) will pay unemployment taxes for our employees (line item 6175). On the budget, line items 6260 and 6261 have changed to reflect adult and children/teen programming respectively. Correction was made for the programming items to show \$12,000 each, rather than \$6,000. Also in 2021, our investment accounts will also have line items. Line item 6115 has been changed to Rent and City Services. The Library increased both Errors & Omissions Insurance for Board members by \$1550 and Furniture to \$20,000 for 2021. Our annualized budget for 2020 was less than the projection for 2020, likely due to the coronavirus pandemic and other related factors. All other information is in the attached documents.

Library Facilities Committee: A committee was formed to explore options for the physical space for the Library. Committee members are Ed Wright, Jeanette Oesterly, Garry Truman, Kathy Ryan, Gina Gibbons, Kathy O'Neill, Cindy Bechtel, and a member of the library staff to be determined. The committee will meet formally in January 2021 for an overview session and goal-setting.

Board/Library Goals for 2021: We reviewed the goals set for 2019-2020 (See attached document). This process is according to the *MO Structural Administration and Government Document Standard 7 and Guideline 17*. Most of the stated goals for both the Board and Librarian have been accomplished or are ongoing. G. Gibbons and C. Bechtel will work on updating the Library's Safety Plan to be ready in early 2021. Both the Librarian and the Board will review open goals and submit ideas to discuss at the December meeting, with approval in January 2021.

Employee Handbook: Since the Library will become a separate entity in 2021, it will need to have a handbook separate from the City's and reconcile any areas necessary for the Library alone. G. Gibbons and L. Ashmore-Ruppel will work together on that project. J. Oesterly volunteered to be a second reader.

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 J. Oesterly and seconded by L. DeVaughan 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 7:30 PM. After discussion of legal and personnel matters was complete, a motion to close the session was made by J. Oesterly and seconded by L. DeVaughan. Roll call vote: all members voted aye, and the session was closed at 7:53 PM.

ADJOURNMENT

The next Board meeting will be Tuesday December 1, 2020 at 6:30 PM. A motion to adjourn was made by G. Truman and seconded by J. Oesterly. All members voted aye. The motion passed, and the meeting was adjourned at 7:55 PM.

Respectfully submitted,

Cynthia Bechtel, Secretary