

BRENTWOOD PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

SEPTEMBER 1, 2020

CALL TO ORDER-ROLL CALL FOR QUORUM

President Ed Wright called the meeting to order at 6:33 PM. Present were Board members Ed Wright (President), Jeanette Oesterly (Vice President), Lynne DeVaughan (Treasurer), Cindy Bechtel (Secretary), Lori Ashmore-Ruppel, Kathy Ryan, Garry Truman, and newly appointed Trustees Angela BoClair-Jones and Kelsey Thurman Burkemper. President Wright welcomed the new Trustees to the Board. Also present was Library Director Gina Gibbons. Alderwoman Kathy O'Neill was unable to attend. 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 L. DeVaughan to accept the agenda as presented. On the issue, all members voted aye. The motion passed.

MINUTES OF JUNE 2020 MEETING

After review, a motion was made by L. DeVaughan and seconded by J. Oesterly to approve the June 2020 minutes as written. On the issue, all members voted aye. 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

No report at this time.

DIRECTOR'S REPORT (See attached report)

Director Gibbons reported that Library data reflects both real and virtual use by patrons during August, with in-person use greater than digital. August is typically a slower month. Curbside service, copying/faxing, and requesting materials constituted the majority of that service. Staffing is working well, with one FT working from home and 2 "shifts" of 3-4 people working with curbside and other responsibilities. The most popular activities are the virtual programs and crafts projects, some of which can be picked up curbside. Gina and Sara are working on new ideas for both restricted access and the time when the Library can re-open.

OLD BUSINESS

1. Staffing during COVID-19: Discussion centered on staffing issues after September 15, which was the current extension for paid staff salaries. Our custodian is no longer employed at BPL and one other part-time employee filed for unemployment. Some other libraries are laying off employees. L. DeVaughan reported that the Library is in a good financial position to continue paying the current staff. The Board discussed continuing to pay staff through October 15, 2020 and then re-evaluate the situation. A motion

to continue paying salaries to current Library staff through October 15, 2020 was made by G. Truman and seconded by C. Bechtel. On the issues, all members voted aye. The motion passed to continue paying staff salaries through October 15, 2020.

2. Safety Committee: G. Gibbons reported that the alarm system was completely installed on 8/31/2020. There are also panic alarms which can be activated with an alarm sounding or silenced.

3. Financial Committee: The committee moved discussion of the Library Fiscal Policy draft proposal from New Business. Following extensive discussion, several adjustments and revisions were made to the draft. (See attached copy of the original with adjustments.) A motion was made by L. DeVaughan and seconded by J. Oesterly to approve the Fiscal Policy as adjusted. On the issue, all members voted aye. The motion passed, and the Policy was approved.

TREASURER'S REPORT

L. DeVaughan presented her written treasurer's report and discussed key points (see attached Financial Report). Our current financial status is good. The Library remains under-budget. Spending and reserves have been different this fiscal year mostly due to changes resulting from the COVID-19 pandemic. The Library staff continues to receive salaries during the pandemic. Our main income is from property taxes which are collected from November through March annually. We are mandated by MO statutes to maintain a reserve equal to 6-12 months of expenses. Lynne also reviewed the balance sheet and financial statements from July and August 2020. The Financial Committee will continue to further discuss financial reports. A motion was made by G. Truman and seconded by C. Bechtel to accept the Treasurer's Report as written/presented. On the motion, all members voted aye to accept the reports.

NEW BUSINESS

1. Library Fiscal Policy draft proposal: this discussion was moved to Old Business.

2. Tax Levy 2021: The Board discussed the possibility of adjusting the current tax levy, which has been at its maximum for several years. An adjustment must occur within the month of September 2020. We discussed pros and cons of a rollback in the tax levy, which could show good will and decrease financial burden on our Brentwood residents. The proposed rollback would be for 2021, then return to the current rate in 2022. (See attached Brentwood Property Tax Summary). A motion to roll back the current tax rate amount (\$0.03 per category: residential, commercial and personal property) for the year 2021 was made by L. DeVaughan and seconded by K. Ryan. Roll call vote was taken: all members voted aye. The motion passed unanimously.

PUBLIC COMMENTS BY VISITORS

No visitors were present and no public comments were submitted.

EXECUTIVE SESSION

President Wright requested a motion to open Executive Session to discuss legal matters. A motion was made by L. DeVaughan and seconded by E. Wright to open the session. Roll call vote: E. Wright-aye, J. Oesterly-aye, L. DeVaughan-aye, C. Bechtel-aye, L. Ashmore-Ruppel-aye, A. BoClair-Jones-aye, K. Ryan-aye, G. Truman-aye. The motion passed unanimously and the Session was opened at 8:05 PM. A motion to approve the minutes of the Executive Session in June 2020 was made by G. Truman and seconded by J. Oesterly. Roll call vote-all aye. The motion to approve the minutes passed unanimously. After discussion of legal matters, a motion was made by L. DeVaughan and seconded by G. Truman to close Executive Session. Roll call vote: all members voted aye. The Session was closed at 8:14 PM.

ADJOURNMENT

The next Board meeting will be Tuesday, October 6, 2020 at 6:30 PM. A motion to adjourn was made by L. DeVaughan and seconded by C. Bechtel. On the issue, all members voted aye. Meeting was adjourned at 8:15 PM.

Respectfully submitted,

Cynthia Bechtel, Secretary