

BRENTWOOD PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

APRIL 6, 2021

CALL TO ORDER-ROLL CALL FOR QUORUM

President Wright called the meeting to order at 6:35 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. Board member Garry Truman-absent (working at election). 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 to accept the meeting agenda as written was made by C. Bechtel and seconded by L. DeVaughan. On the issue, all members present voted aye, and the agenda was approved as written.

APPROVAL OF THE MARCH 2021 MINUTES

A motion to approve the minutes of the March 2, 2021 Board meeting was made by J. Oesterly and seconded by K. Ryan. On the issue, all members voted aye, and the minutes were approved as written.

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 LIAISON REPORT

Alderwoman O'Neill stated that the Board of Aldermen may have an in-person Board meeting on May 3. She also reported that the Brentwood Dog Park has been removed and will be reconstructed after the Brentwood Bound work is complete. There will also be a comfort station built near the newly reconstructed dog park.

LIBRARY DIRECTOR'S REPORT

Director Gibbons reported that the Library re-opened with a slow and quiet start. Several patrons happily made appointments to come inside to browse or work on computers. Curbside service is still provided and remains popular. The Library may be able to add more hot spots and laptops. Gina also stated the MO State Library has money from Recovery Act Funds, and some grant money may be available. There is an opportunity to convert the collections to RFID, which is more expensive, but we would have to continue using bar codes as well. This would result in a dual system. We can consider this for the future. The next book club meeting on April 13 may be held in-person on the grassy knoll outside the library, weather permitting.

OLD BUSINESS

Employee Handbook: Gina Gibbons and Lori- Ashmore-Ruppel presented the newly revised handbook based on the discussion in the March board meeting, with a goal of finalizing the vacation and sick time policies at the May meeting. There was vigorous discussion among Board members. President Wright requested that all Board members submit their questions and opinions about the current handbook revision, and thereafter a sub-committee with J. Oesterly, G. Gibbons, L. Ashmore-Ruppell and E. Wright will discuss the issue further. The current plan is to present the Handbook to the Board for approval at the May 4 meeting.

Goals-Subcommittees reports

1. Lease and services: No formal meeting or report. We continue adjusting to our agreement
2. Accounting: The committee is working with our investment accounts. Gina Jarvis is still part-time with Brentwood and remains in contact with the committee. The position of Financial Director for Brentwood is still open.
3. Safety Plan: The committee continues researching safety plans from various libraries, including local ones, and the American Library Association. There will be an update at the May Board meeting.
4. Library re-opening: See Director's report.
5. Library Facilities Committee: Notes from the March committee meeting were sent to all Board members and the Director. G. Truman completed a Needs Assessment and Worksheet to aid in strategizing next steps. The excellent BPL staff survey written by K. Ryan and S. Palmer included many good ideas, proposals for change, and thoughtful replies. Upcoming plans include (1) modifying the survey for Board members, (2) researching and acquiring a librarian consultant, and (3) scheduling a meeting with President Wright and the Brentwood mayor. The next Committee meeting will be on Monday May 24.

TREASURER'S REPORT

L. DeVaughan presented and discussed the financials and the BPL balance sheet. The December 2020 balance sheet is still not available. Lynne reported that we are under-budget at this time, i.e. being at 2/3 of our projected budget. Our balance is approximately \$1.9 million and we plan to place some of that into an investment account. Our 2020 revenue (approximately \$920,000) has been collected as of the end of March 2021, and we have \$600,000 available for operating expenses. Our financial status is good. The Library continues to receive some financial services per Gina Jarvis. L. DeVaughan will retire in May after 3 terms as Treasurer on the Board. We will certainly miss her and her expertise.

NEW BUSINESS

The annual election of Board officers will be done at the May 4 meeting. K. Ryan and C. Bechtel offered to serve as the Election Committee to recruit Board members who wish to volunteer for an officer position. The newly elected officers will take their positions at the June 2021 meeting.

PUBLIC COMMENTS

No visitors were presents and no comments were submitted.

EXECUTIVE SESSION

President Wright requested a motion to open Executive Session to discuss real estate matters. A motion to open the session was made by J. Oesterly and seconded by K. Ryan. Roll call vote: E. Wright-aye, J. Oesterly-aye, L. DeVaughan-aye, K. Ryan-aye, K. Burkemper-aye, A. BoClair Jones-aye, L. Ashmore-Ruppel-aye, C. Bechtel-aye. The motion passed unanimously and the session was opened at 7:48 PM. After business was concluded, a motion to adjourn the session was made by C. Bechtel and seconded by J. Oesterly. Roll call vote of all members-aye. Executive Session was closed at 8:05 PM.

ADJOURNMENT

The next Board meeting will be by Zoom on Tuesday May 4, 2021 at 6:30 PM. With business completed, a motion to adjourn the meeting was made by L. DeVaughan and seconded by E. Wright. On the issue, all members voted aye. The meeting was adjourned at 8:08 PM.

Respectfully submitted,

Cynthia Bechtel, Secretary