

**BRENTWOOD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
BRENTWOOD CITY HALL CONFERENCE ROOM
APRIL 12, 2022**

CALL TO ORDER-ROLL CALL FOR QUORUM

President Wright called the meeting to order at 6:32 PM. Board members present: Ed Wright (President), Kathy Ryan (Vice President), Jeanette Oesterly (Treasurer), Cindy Bechtel (Secretary), Garry Truman, Angela BoClair, Lori Ashmore-Ruppel, Kelsey Burkemper, and Beth Miller Erman. Also present: Gina Gibbons (Library Director) and Kathy O'Neill (Board of Aldermen Liaison). A quorum was present.

ACCEPTANCE OF AGENDA

A motion to accept the agenda as written was made by K. Ryan and seconded by J. Oesterly. All Board members voted aye, and the motion passed.

APPROVAL OF MARCH 2022 MINUTES

A motion to accept the minutes of the March 8, 2022, minutes was made by C. Bechtel and seconded by B. Miller Erman. All members voted aye. The motion passed.

PUBLIC COMMENTS

This was an in-person meeting. No public comments were submitted. President Wright stated that public comments will be accepted by email or in person, when possible, to the Library Director.

ALDERMANIC REPORT

K. O'Neill discussed the current status of Brentwood Bound. There were some concerns about several proposals and developments in the project, particularly in the parking area. No other reports.

LIBRARY DIRECTOR REPORT

Director Gibbons reported that the Library remains open, and new, exciting programs have begun for the children. Middle School students enjoyed researching books they're creating. Gina proudly reported that the Library completed the RFID project involving approximately 50,000 books. There was a training program for that, which may involve tagging books from other libraries. We are working on using our camera software to perform analytics regarding library visitors. Our System Administrator has compiled statistic sheets for each library (e.g. circulation, patron counts, holds, etc) from 2019-2021. (See attached document.) The Library's bathrooms and staff room were painted, along with adding a baby changer. The Summer Reading Club begins on June 6 with a Reading Club Kick-off party. There will be ice cream and juggling and other entertainment at Broughton Park.

OLD BUSINESS - Subcommittees

Facilities: Arcturis information was discussed, among other topics. There was a joint meeting with the Brentwood mayor, City Administrator, G. Gibbons, K. Ryan, E. Wright, and Arcturis. The meeting was productive and helpful. More meetings and information will be forthcoming.

Safety Committee: A safety plan with action items is ready. There are written safety measures for staff with specific plans for them to use if needed. A template is in development for an Incident Report. We are scheduling safety training from Brentwood Police and Fire Departments and adding particular safety measures (keypads, locks, “panic buttons”).

Employee Handbook: The Handbook has been updated concerning funeral leave for families and FMLA. Once employees use their paid time off for FMLA (vacation and sick leave), they will have to take unpaid leave for the remainder of the designated time. A motion to approve the updates in the Handbook was made by G. Truman and seconded by K. Ryan. All members voted aye and the motion passed.

Community Relationship: K. Ryan reported that there will be an event at the YMCA on Saturday April 30, 2022, from 10 AM -12PM. The Library will have a table and will promote the Summer Reading Club. There will be several fun events and music.

Library Advocacy: E. Wright discussed a proposed “Guns Everywhere” group in the Missouri legislature, and he will follow up on whether this applies to libraries.

TREASURER’S REPORT

J. Oesterly discussed current financials. The Library has approximately \$2.1 million in the bank as of April 11, 2022. *Ad valorem* taxes received were \$204,504 in March 2022. Expenditures were approximately \$800,000.

NEW BUSINESS

Financial Audit: The Library’s Auditor completed the 2021 Audit. The auditor reviewed the final document and will make a report. A motion to accept the audit as written was made by L. Ashmore-Ruppel and seconded by J. Oesterly. All Board members voted aye, and the motion passed.

May Board Election: The annual Board Election for Officers will take place at the May Board meeting on May 10. C. Bechtel and K. Ryan volunteered to serve as the nominating committee and will report back at the May meeting.

EXECUTIVE SESSION

E. Wright requested a motion to open Executive Session to discuss a real estate matter. Motion was made by B. Miller Erman, seconded by G. Truman, to open the session. Roll call vote: all Board members voted aye. Motion passed. Session opened at 7:51 PM. Business concluded, a motion to end the session by G. Truman and seconded by K. Ryan. All Board members voted aye. The session was closed at 8:09 PM.

ADJOURNMENT: Motion to adjourn made by K. Ryan, seconded by K. Burkemper. All Board members voted aye. Meeting adjourned at 8:12 PM. Next meeting will be Tuesday, May 10, 2022 at 6:30 PM.

Respectfully submitted, Cynthia Bechtel (Secretary)

