

BRENTWOOD PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

FEBRUARY 2, 2021

CALL TO ORDER-ROLL CALL VOTE FOR QUORUM

President Wright called the meeting to order at 6:33 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. Also present: Gina Gibbons, Library Director. 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 agenda as presented was made by J. Oesterly and seconded by L. DeVaughan. All members voted aye. The motion passed.

MINUTES OF THE JANUARY 2021 MEETINGS

A motion to approve the minutes of the January 5, 2021 Board meeting was made by J. Oesterly and seconded by G. Truman. On the issue, all members voted aye, and the motion passed. An additional motion to approve the minutes of the January 20, 2021 Special Board meeting was made by L. DeVaughan and seconded by K. Ryan. 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 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 REPORT

Alderwoman O'Neill was unable to attend the meeting due to technology problems. She stated by phone that there was no report at this time.

LIBRARY DIRECTOR'S REPORT

Director Gibbons discussed an upcoming meeting with St. Louis County Health Department officials and head librarians from the Consortium and St. Louis County Library system. A major topic will address re-opening the libraries. She will update the Board following the meeting. BPL has been closed since mid-March 2020. Programming and curbside services are ongoing, as well as some patrons using the Wifi in the parking lot. Our lease for the hot spots extends for 3 years. Currently they are not yet activated. Craft packs remain popular and are distributed quickly. Library materials continue to be about 50% of the usual amount when the library is fully open. Gina will check into data about curbside service use and report at the next Board meeting.

OLD BUSINESS

2021 Budget: L. DeVaughan reported we are still waiting for final 2020 financial adjustment information from the City, particularly regarding utilities amounts, among other items. New line items: Lynne will continue to monitor and discuss the above with the appropriate City and accounting personnel.

Employee Handbook: Comparison of City's Handbook with Library Employees Handbook, options considered, some edits done, to discuss at March Board meeting. Members: Gibbons, Ashmore-Ruppel

Goals-subcommittee reports:

1. Lease: The Lease and Services Agreement was approved, adopted, and in effect upon a unanimous Board vote on January 20, 2021 (see Special Meeting minutes). Members: Gibbons, Ashmore-Ruppel, Wright, alternate Oesterly.
2. Accounting: Committee defers to Treasurer's Report. Members: Gibbons, DeVaughan, Oesterly
3. Safety Plan: No report at this time, tabled until March. Members: Gibbons, BoClair-Jones, Bechtel
4. Re-opening Library: Meeting on February 4, 2021. Members: Gibbons, Ryan, Burkemper
5. Library Facilities: Discussion of current Library status, needs, short-and long-term goals, development of a library staff survey regarding similar issues (Ryan and Palmer). Members: Wright, Oesterly, Ryan, Truman, Gibbons, Palmer, Bechtel.

TREASURER'S REPORT

L. DeVaughan reported that Jennifer Moss from Purk Associates is leaving the firm. There are now 2 other staff working with our accounts. Our bills are being paid, and Quickbook includes all of the 2020 data. Brentwood's Finance Director (Karen Shaw) is retiring very soon. There is still a problem with the financial reports from the city. We aren't receiving some of our reports, and our balance sheets, budget and actuals report, and profit/loss comparison aren't printing out completely or properly. Our *ad valorem* taxes show they were received in 2021, when it was late 2020 instead. L. DeVaughan, G. Gibbons, and J. Oesterly will set up a meeting with Karen Shaw to discuss these concerns, possibly including a Purk Associates representative. We can't close the City accounts until March and will need these reports so we can consider investment options with better interest rates. (See attachments)

NEW BUSINESS

Joining Resolution for MO LAGERS: This is the public pension fund that currently covers both City employees and library employees. The Library wishes to have its employees covered under LAGERS separately from the City. Thus, the LAGERS retirement assets will be transferred to a separate Library account (See attached document). Following discussion of the issue, a motion was made by J. Oesterly and seconded by L. DeVaughan to approve and adopt the Resolution to establish a new LAGERS account in the name of Brentwood Public Library. On the issue, all Board members voted aye. Motion passed.

ADJOURNMENT

A motion to adjourn was made by C. Bechtel and seconded by L. DeVaughan. All members voted aye, and the meeting adjourned at 7:21 PM. The next meeting will be Tuesday March 2, 2021 at 6:30 PM.

Respectfully submitted,

Cynthia Bechtel, Secretary

