

**BRENTWOOD PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**JUNE 1, 2021**

**CALL TO ORDER-ROLL CALL FOR QUORUM**

President Wright called the meeting to order at 6:34 PM. Board members present: Ed Wright (President), Kathy Ryan (Vice President), Jeanette Oesterly (Treasurer), Cindy Bechtel (Secretary), Lori Ashmore-Ruppel, Angela BoClair, Kelsey Burkemper, and Garry Truman. Also present: Library Director Gina Gibbons, Board of Aldermen Liaison Kathy O'Neill, and Lynne DeVaughan, retiring Treasurer. 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 was made by J. Oesterly and seconded by L. DeVaughan. On the issue all voted aye, and the motion passed.

**APPROVAL OF MAY 2021 MINUTES**

A motion to approve the minutes of the May 4, 2021 meeting was made by G. Truman and seconded by L. DeVaughan. On the motion, all voted aye to approve the minutes 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**

Kathy O'Neill reported that the Board of Aldermen is now meeting in person. It will meet only 1 time per month until September. She is working on recognition of Gina Gibbons as the newly-elected President of the MLC (Municipal Library Consortium). She also reported that Brentwood Days may include fireworks and perhaps a parade, with final plans to be determined.

**DIRECTOR'S REPORT**

Director Gibbons announced that effective June 1, the Library is once again open for normal hours Monday-Saturday, with Sundays to open at a later date. There is a new part-time Library Associate who has a social work degree and will participate with play therapy sessions at the library. We are very excited for her to join us. The library is now receiving money to help us transfer from barcode technology to RFID. We will receive \$66,000 but can also make up the remainder of the cost through supplemental technology grants from the MO State Library. Currently, there are 65 adults, 121 kids and 10 teens in the Summer Reading Clubs. Sign up is through [brentwoodlibrarymo.beanstack.org](http://brentwoodlibrarymo.beanstack.org). The prizes will be raffled to winners in each category through the generosity of West Community Credit Union. Finally, the MLC will have a booth at Tower Grove Pride Fest on September 25. Several BPL volunteers are planning to staff the booth that day.

## **OLD BUSINESS**

Employee Handbook: At the May 2021 meeting, the Board approved and adopted the Handbook revision on vacation and sick leave. In this current meeting G. Gibbons and L. Ashmore-Ruppel presented a less complex process (a “transition year”) regarding employee carry-over of time accrued. G. Gibbons requested a Resolution: between May 4, 2021 to May 4, 2022, employees will be able to carry over accrued time according to the previous Handbook policy, then will follow the new revised policy effective May 4, 2022. A motion to accept the resolution was made by L. DeVaughan and seconded by J. Oesterly. On the issue, all Board members voted aye and the motion was approved.

Goals-Subcommittee reports (if indicated)

Lease and services: no formal meeting, awaiting more information from Brentwood City

Accounting: J. Oesterly, G. Gibbons, and L. DeVaughan discussed that the library is in a “holding pattern” awaiting various financial reports etc.

Safety Plan:

An early draft document for the plan was submitted to all Board members and the Director for review and suggestions for revision, to be submitted to the committee chair (C. Bechtel) by mid-August prior to the September 2021 Board meeting. Some suggestions were discussed during the current meeting. We will be consulting with relevant safety experts as needed.

Library Re-opening:

G. Gibbons announced that the Library will re-open for normal hours (except Sunday) beginning June 1. After all new staff are trained, the Library will then open for normal Sunday hours. Curbside service will continue at this time. Patrons must wear masks while in the Library. Resumption of services and programming will continue over time. K. Ryan expressed praise and gratitude to Gina and the entire staff for their hard work, dedication, and perseverance during the pandemic. All Board members heartily agreed. Also, there will likely be some adjustment to re-opening and the issue of staff feeling safe while at work. The Director and the Board will continue to monitor this.

Library Facilities:

K. Ryan and S. Palmer started work on a community survey, modified from the employee and Board surveys. There will be a draft ready to evaluate at the August Facilities Committee meeting. President Wright plans to meet with several local citizens and experts to discuss moving forward with the Library’s future.

New Board member: With the departure of L. DeVaughan, the Board is looking for a new Board member. There have been no applications yet, but there is at least one possibility. President Wright will refer the interested party to Director Gibbons.

## **TREASURER’S REPORT**

J. Oesterly reported that the financial data still isn’t available from Brentwood for this Board meeting. She discussed that our statement was reconciled by our accountant, Purk & Associates. Currently we have \$1,838,110.12 in our accounts. There have been no bills from the City for utilities, insurance or lease payments, and there is still concern about an influx of all bills at one time. To date, there has not been a deposit of current *ad valorem* taxes into our account. Interest rates on our investments are very

low. After discussion, there was a unanimous Board consensus vote to authorize Jeanette to pursue a higher return on our investments.

Tax levy rate for 2021-2022: Our tax levy rate is due in August. There will be a mid-September public forum to disclose the tax levy requirement. After discussion, a motion to approve the maximum tax levy rate allowed by law was made by J. Oesterly and seconded by L. DeVaughan. On the issue, all members voted aye. The motion passed unanimously. Jeanette will consult with our attorney about (1) setting the maximum rate we need and (2) whether the Board can approve the proposed amount by email (no Board meetings until September).

\*\*Jeanette finally received some financial statements from Brentwood and sent copies to the Board after the June Board meeting. See attached documents (P & L Comparison May 2021, Balance Sheet as of May 31, and Budget & Actuals FY 21).

### **NEW BUSINESS**

J. Oesterly discussed the difficulty in receiving our financial reports in a timely way for our Board meetings on the first Tuesday monthly. Suggestions for an alternate meeting schedule were discussed (changing Board meeting to second Tuesday and book club to first Tuesday, or possibly meeting on the third Tuesday). No decision was made at this time. When we determine a new schedule, G. Gibbons will notify the City to put this change onto its calendar and post notices in *The Pulse*.

### **PUBLIC COMMENTS**

No visitors were present and no comments were submitted.

### **EXECUTIVE SESSION**

No executive session was needed. Minutes from the May executive session will be presented at the next executive session.

### **ADJOURNMENT**

The next Board meeting is scheduled for Tuesday September 7, 2021 at 6:30 PM. However, this may change if meeting dates are adjusted. With business complete, a motion to adjourn the meeting was made by A. BoClair and seconded by K. Burkemper. On the issue, all voted aye and the meeting was adjourned at 7:28 PM. The September meeting will be in-person, with location TBD.

Respectfully submitted,

Cynthia Bechtel, Secretary