

BRENTWOOD PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

MARCH 2, 2021

CALL TO ORDER-ROLL CALL FOR QUORUM

President Wright called the meeting to order at 6:32 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, 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

President Wright requested that the 2021 Budget discussion (under Old Business) be moved to the Treasurer's report. A motion to accept the revised Agenda was made by L. DeVaughan and seconded by J. Oesterly. On the issue, all members voted aye, and the motion passed.

MINUTES OF THE FEBRUARY 2021 MEETING

A motion to approve the minutes of the February 2, 2021 Board meeting was made by J. Oesterly and seconded by C. Bechtel. On the issue, all members voted aye. 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 reported that Brentwood Finance Director Karen Shaw has officially retired and that the interim finance officer is now Gina Jarvis. She also stated that work on the Brentwood Bound project is progressing well and on-budget, plus some extra income from grants. She encouraged the Board and Library staff to visit the location to see the progress. President Wright thanked Kathy for her work as Library Liaison, for advocating for the Library, and for keeping us informed about various issues affecting the Library.

LIBRARY DIRECTOR'S REPORT

Director Gibbons discussed a recent notification from the American Library Association regarding the "Build America's Libraries Act," which would provide federal funds to upgrade or rebuild libraries, improve broadband capacity, and address environmental problems and accessibility. The bill's U.S Senate sponsors want libraries and individuals to urge their Senators to co-sponsor this bill. President Wright offered to send a letter immediately to both MO Senators (Hawley and Blunt) on behalf of the Board. A motion to approve the letter was made by C. Bechtel and seconded by L. DeVaughan. All members voted aye, and the motion passed.

The Library welcomed Samantha L. who has been hired as a part-time library associate. The Winter Reading Club had 143 people registered, with 90 completing the reading challenge. Gina and Sarah P. have trained on Beanstack, which is replacing Wandoo. It is more user-friendly and will be used for the online reading clubs beginning this summer. The Library has also transferred its website to MOREnet, where we also have our internet. Beginning this spring, there will be a fun activity involving checking out fishing poles and going fishing! We have one hotspot active and being used now, while the others will soon be ready. Finally, there is no news about the bike repair station at the Library. Gina will contact the chair of the Brentwood Sustainability Committee for an update.

OLD BUSINESS

Employee Handbook:

L. Ashmore-Ruppel and G. Gibbons presented a draft document regarding vacation and sick leave options for both Exempt and Non-Exempt employees. Following an extensive and thoughtful discussion among the Board, it was decided to rework the options and present the revisions at the April Board meeting. (Ashmore-Ruppel, Gibbons)

Goals-Subcommittee reports:

1. Lease: No formal meeting (Gibbons, Ashmore-Ruppel, Wright, Oesterly)
2. Accounting: A meeting was held to discuss our several accounts with Bola Akande and Jim Torti, the Chief Financial Officer for the city of Brentwood. Jim will research those accounts, although he will leave his position in the near future. Currently we have \$11,157.60 in the accounts. L. DeVaughan stated that the size of our budget is small compared to the City's, but the Board wants to make sure all is accurate. CIBC Bank just activated our credit card. Our investment money is secured if something adverse happens with the Bank. The Committee will also consult on that issue with Purk. (Gibbons, DeVaughan, Oesterly)
3. Safety Plan: The Committee is currently collecting information and analyzing other safety plan models. It will table its report until the April Board meeting. (Gibbons, BoClair Jones, Bechtel)
4. Library re-opening: G. Gibbons met with St. Louis Public Library, St. Louis County Library, and St. Charles City-County representatives to discuss re-opening the libraries. The County Library plans to re-open later in March, with limited admittance and continued curbside. St. Louis Public Library plans to re-open in early March. Brentwood is deciding on a plan similar to the other libraries, with the goals of limiting people inside, continuing curbside services, and providing limited computer use by patrons. Gina and the Library staff will use their best judgment in evaluating options for a safe re-opening, possibly by early April. Once the date is decided, BPL will put the information onto Brentwood City's website and in the "Pulse" newspaper.
5. Library Facilities Committee: There was no February meeting. Committee members are studying several documents concerning library planning, resources, needs and goals. This will be discussed at the next Committee meeting on March 22, 2021. Additionally, the library staff survey has been prepared and will be discussed at the same meeting. (Wright, Oesterly, Truman, Ryan, Palmer, Gibbons, Bechtel)

TREASURER'S REPORT

L. DeVaughan reviewed the financials (See attached documents). She also announced that Purk Accounting informed us that we should record our checks as paid only when they have been processed by the bank, not on the date the check was written. Purk also reconciled all our bank accounts, and all February activities are up to date. We are still awaiting both the employee benefits book and also the

actual amounts due for monthly utilities. G. Gibbons reported that our MO-LAGERS plan is in place as of March 1.

NEW BUSINESS

There was no new business at this time.

PUBLIC COMMENTS

No visitors were present and no comments were submitted.

ADJOURNMENT

Business being completed, a motion to adjourn was made by C. Bechtel and seconded by G. Truman. All members voted aye. The meeting was adjourned at 8:00 PM. The next meeting will be Tuesday, April 6, 2021 at 6:30 PM.

Respectfully submitted,

Cynthia Bechtel, Secretary