

BRENTWOOD PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

MAY 4, 2021

CALL TO ORDER-ROLL CALL 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. Others present: Library Director Gina Gibbons and Board of Aldermen Liaison Kathy O'Neill. 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 addition of an Executive Session in the meeting. A motion to approve the amended agenda was made by J. Oesterly and seconded by G. Truman. On the issue, all members voted aye. The agenda was accepted as amended.

APPROVAL OF APRIL 2021 MINUTES

A motion to approve the minutes of the April 6, 2021 meeting was made by L. DeVaughan and seconded by K. Ryan. 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 the Board of Aldermen had its first in-person meeting in many months. Jack Shelton, a newly elected alderman, was welcomed and officially seated on the Board.

DIRECTOR'S REPORT

Director Gibbons reported that pre-registration is underway for the kids/teen/adult Summer Reading Club and that, once again, West Community Credit Union will sponsor raffle prizes for the winners in each category. The book drop and curbside service are still open. The Library is now also accepting book returns inside. At this time, books are no longer being quarantined. All the staff have been fully vaccinated. Masks and physical distancing are still required inside the Library. We are sad to report that Maureen, one of our long-time staff members, is leaving us for other pursuits. We will miss her very much and wish her all the best.

Gina announced that she has been elected for a two-year term as President of the Municipal Library Consortium (MLC)! This is quite an honor, and the Board and Staff are very proud of our Director. She also stated that the State Library has donated \$225,000 to the MLC Libraries to (1) increase their digital collections and to (2) fund a program with online tutors to work with elementary to community college-

age students and to assist students in earning their high school diplomas. Alderwoman O'Neill plans to announce Gina's MLC presidency to the Board of Aldermen.

OLD BUSINESS

Employee Handbook: G. Gibbons and L. Ashmore-Ruppel presented the final revision of the handbook, with Option B as the chosen plan for all employees, regarding vacation time, sick leave, and PTO.

A motion to approve the Employee Handbook revision was made by C. Bechtel and seconded by L. DeVaughan. Roll call vote: E. Wright-aye, J. Oesterly-aye, L. DeVaughan-aye, K. Ryan-aye, L. Ashmore-Ruppel-aye, G. Truman-aye, K. Burkemper-aye, A. BoClair Jones-aye, C. Bechtel-aye. The motion passed unanimously. Gina and Lori were thanked by all for their efforts.

Future goals include addressing FMLA and other leave time and also developing the transition to the new system for the remainder of 2021, after which all employees' time off will be on the new Option B plan. Each employee will be given a copy of the new policy and the transition plan, which will be presented at the June Board meeting.

Goals-Subcommittee reports

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

Accounting: L. DeVaughan reported that we still have not received any December 2020 financials, nor any invoices for utilities, and no *ad valorem* receivables. Gina Jarvis has not responded for updates at this time. K. O'Neill will discuss with the City Administrator about the Financial Director position and what the status is regarding Brentwood personnel and progress on financial information.

Safety Plan: The committee now has a draft for the safety plan, but it needs more work because of some updates in the City Hall building. We intend to have a more complete draft by our June meeting.

Library re-opening: G. Gibbons reported that the committee continues to evaluate the situation and proceed with further opening when appropriate. Hopefully full opening will be near June 1st if possible.

Library Facilities Committee: There was no April meeting. The Library survey for the Board has had a good response so far, with some members pending. K. Ryan will send information on accessing the survey as needed. Thanks once again to S. Palmer and K. Ryan for their work. We plan to discuss the results at our next committee meeting on May 24, 2021.

TREASURER'S REPORT

L. DeVaughan reviewed the financial reports and stated we are running under budget (anticipating approximately \$200K under). There is approximately \$540K available for bills and other operating expenses. There is concern that all bills, which are now delayed, will come due at the same time. We have not yet been billed by the City or by Purk & Associates. Refer to the Accounting Sub-Committee above. Lynne will be leaving the Board after 3 terms as Treasurer and will certainly be missed. The Board and Staff presented her with an abacus and gift card and thanked her for her service to the Library.

NEW BUSINESS

Election of Board Officers: K. Ryan and C. Bechtel took responsibility for the Election Committee. Four Board members volunteered to run for an officer position on the 2021-2022 Board. The slate of candidates consisted of: Ed Wright-President, Kathy Ryan-Vice President, Treasurer-Jeanette Oesterly,

and Cindy Bechtel-Secretary. A motion was made by G. Truman and seconded by L. DeVaughan to approve the entire slate. On the issue, all members voted aye, and the slate of officers was approved.

New Board Member: With L. DeVaughan retiring from the Board, we will need to add a new Trustee to the Board. Anyone interested in becoming a Board member can contact Director Gibbons for information and an application.

PUBLIC COMMENTS

No visitors were present and no comments were submitted.

EXECUTIVE SESSION

President Wright requested a motion to open Executive Session to discuss a personnel matter. A motion to open Executive Session was made by G. Truman and seconded by L. DeVaughan. Roll call vote: E. Wright-aye, J. Oesterly-aye, L. DeVaughan-aye, K. Burkemper-aye, A. BoClair Jones-aye, L. Ashmore-Ruppel-aye, G. Truman-aye, K. Ryan-aye, and C. Bechtel-aye. The motion passed unanimously, and the session was opened at 7:18 PM. After business was concluded, a motion to close the session was made by G. Truman and seconded by J. Oesterly. Roll call vote of all members-aye. Executive session closed at 7:27 PM.

ADJOURNMENT

The next Board meeting will be by Zoom on Tuesday, June 1, 2021 at 6:30 PM. With business complete, a motion to adjourn the meeting was made by C. Bechtel and seconded by E. Wright. On the issue, all aye. The meeting was adjourned at 7:28 PM.

Respectfully submitted,

Cynthia Bechtel. Secretary