

## **BRENTWOOD PUBLIC LIBRARY**

### **BOARD OF TRUSTEES MEETING**

**JUNE 14, 2022**

#### **CALL TO ORDER – ROLL CALL FOR QUORUM**

In the absence of Board President Wright, J. Oesterly called the meeting to order at 6:35 P.M. Board members present were Jeanette Oesterly (Treasurer), Lori Ashmore-Ruppel, Angela BoClair, Beth Miller Erman, Garry Truman, and Cindy Bechtel (Secretary). Members not present: E. Wright, Kathy Ryan, Kelsey Burkemper. Also present was Gina Gibbons, Library Director. A quorum was present.

#### **ACCEPTANCE OF AGENDA**

A motion to accept the agenda as written was made by L. Ashmore-Ruppel and seconded by B. Miller Erman. All board members voted aye. The motion carried.

#### **MINUTES OF THE APRIL AND MAY 2022 MEETINGS**

A motion to approve both the April 2022 open session minutes and the April 2022 executive session was made by A. BoClair and seconded by B. Miller Erman. All members voted aye on both issues. In addition, a motion was made by BoClair and Miller Erman to approve the May 2022 minutes. All members voted aye, and the motion passed.

#### **PUBLIC COMMENTS**

No public comments were submitted from visitors. Public comments will be accepted by email or in person (when possible) to the Library Director.

#### **OLD BUSINESS**

Facilities Report with Arcturis Representatives (C. Rogers and A. Edwards). There was a productive and detailed discussion regarding site options. There will be continued work on our current plan. The Board members present agreed upon one particular site that met many of the assets desired.

Discussion of the Library Survey – The Library Survey has been completed, including approximately 500 replies from Library Staff, Board members, and community residents. Results have been very informative, positive, and uplifting and will soon be printed in a “book.”

#### **EXECUTIVE SESSION**

J. Oesterly requested a motion to open Executive Session to discuss a real estate matter. A motion was made by C. Bechtel and seconded by J. Oesterly to open the session. Roll call vote: all Board members present voted aye and the motion passed. Session opened at 6:55 PM. After business concluded, a motion was made by L. Ashmore-Ruppel and seconded by A. BoClair to close Executive Session. All Board members voted aye. The session was closed at 7:15 PM, and the open business meeting was resumed.

#### **LIBRARY DIRECTOR’S REPORT**

Gina Gibbons reported that Sarah hosted the Summer Reading Club Kickoff party in early June. There was a big crowd with tons of fun and ice cream (150 ice cream treats!) and of course, excitement over books. It was a perfect evening. We rescheduled our performer, Celia, because the evening was so hot. We now have a reciprocity agreement with Jefferson County Public Library and several other libraries so that our patrons can get free cards to participate with their home libraries as well as all the others in the group. The MO Department of Corrections has

transferred its correspondence connections into the state of Florida, so that has been a bit of disappointment for all who've participated in the program.

### **OLD BUSINESS (continued)**

Safety Committee: Board members reviewed the Safety Plan and some further recommendations, including an upcoming discussion and training regarding an "Active Shooter" situation. We are still working with installation of the panic buttons on both the employee lanyards and alarm buttons located under certain desks. A motion was made to table further discussion until the September meeting. All members voted aye on this issue.

Employee Handbook: After discussion among Board members, a motion was made by B. Miller Erman and seconded by C. Bechtel to change the language in the document to Brentwood Public Library when referencing the City of Brentwood. All members present voted aye, and the motion passed.

Community Relationship: no report

Library Advocacy: no report

### **TREASURER'S REPORT**

J. Oesterly reviewed the current financial documents (see attached). The Library has approximately \$2 million in our bank. In May 2021, the Board spent approximately \$37K and \$38K for May 2022. Our current YTD expenditures in 2021 were \$228K and \$250K for 2022.

### **NEW BUSINESS**

Renew goals at mid-year: no data at this time.

Tax levy: The current tax levy recommendation for the City of Brentwood will occur in August 2022. The Library plans to request the maximum allowable tax rate. A motion was made by G. Truman and seconded by J. Oesterly to maintain the maximum allowable tax rate for the upcoming year. All Board members present voted aye, and the motion passed.

### **ADJOURNMENT**

The next meeting will be Tuesday, September 13, 2022 at 6:30 PM at the Brentwood City Hall Conference Room (or possibly Zoom). With business completed, a motion to adjourn the meeting was made by B. Miller Erman and seconded by L. Ashmore-Ruppel. All Board members voted aye, and the meeting was adjourned at 7:15 PM.

Respectfully submitted,

Cynthia Bechtel