

BRENTWOOD PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

DECEMBER 3, 2019

CALL TO ORDER-ROLL CALL FOR FORUM

The meeting was called to order at 6:32 by President Ed Wright. Present: Lori Ashmore-Ruppel, Jeanette Oesterly, Libby Wilson, Chris Herrington, Garry Truman (VP), Lynne DeVaughan (Treasurer), Cindy Bechtel (Secretary) and Ed Wright (President), Library Director Gina Gibbons, and Alderwoman Kathy O'Neill. Absent due to illness: Kathy Ryan. A quorum was present.

ACCEPTANCE OF AGENDA

G. Gibbons requested addition of an Executive Session to the agenda. Motion to accept the agenda with addition of an Executive Session was made by C. Herrington and seconded by G. Truman. On the issue, all aye. The motion passed.

MINUTES OF THE NOVEMBER 2019 MEETING

Two additions were added to the minutes: one regarding public comments and the other was additional information in the aldermanic report (See November minutes). Motion to approve the minutes with these additions was made by J. Oesterly and seconded by L. Wilson. On the issue, all aye. Motion passed approving the amended minutes.

PUBLIC COMMENTS BY VISITORS

One local resident (Paula M.) was present. She declined to make a comment.

ALDERMANIC REPORT

K. O'Neill reported that at the most recent Board of Aldermen meeting, she promoted the Friday night "Just for Fun" events at the Library. She also announced that the annual Brentwood holiday party would be on December 9, and all Library staff and trustees are invited. In addition, she discussed the inadequate lighting in the Library parking areas with the Director of Public Works, Don Gummersheimer, who stated that particular lighting was not a priority at this time. Alderwoman O'Neill also reported that a speaker came to the Aldermanic Board meeting to talk about the St. Louis County Library (SLCL) proceeding with its new construction in Frontenac and the renovation of its current headquarters on Lindbergh.

DIRECTOR'S REPORT (See attached)

Director G. Gibbons reported that 50 children and their adults had a great time at the *Frozen* party at the Brentwood Rec Center. The Library partnered with the Parks Department for this event. Also on "Giving Tuesday" the Library received \$93 from a fundraiser at Panda Express plus a donation of \$50 from a Library patron. Another resident donated toys to the Library. Five Brentwood High School students volunteered for a week at the Library for their community service requirement. Other Library projects include adding more room for seating, creating more work space and adding 2 laptops in one of the offices, allowing for an additional employee to share the space.

The City Hall renovation continues, with some setbacks and difficulties affecting the Library. Some of the public computers were unavailable for a while, and there was a ceiling leak in the children's room. A roofer will assess the situation soon. Programming was decreased during November due to the renovation, weather, and other unforeseen factors, and several events were cancelled.

OLD BUSINESS

1. Presenter policy: (See attached copy of draft)

We previously discussed writing a policy regarding vetting of presenters for Library events. Several recent public comments/concerns during a board meeting involved this issue, particularly those geared for children or youth attendees. Most events involving kids usually include their adult family members. There are always Library staff present at these programs. About 75% of our presenters are invited by the Library, with the other 25% seeking to present a program. Historically, the Library has chosen presenters based on references from other libraries or those known to staff. Presenters are never allowed to be alone with a child during a program or meeting. After discussion, the Board decided to form a subcommittee to research this issue and draft a policy for presenters. G. Gibbons will ask the Youth Services Librarian if she would be willing to chair the committee, and L. Ashmore-Ruppel and C. Herrington volunteered to serve on the committee. The topic will be revisited at the next Board meeting in January 2020.

2. Public comments policy: E. Wright presented a draft policy for this issue (see attached document). We discussed whether to have only 1 public comment time per meeting or to continue with 2 comment sections. After discussion we decided to keep 2 comment times but to move the second one to precede the Executive session. All members supported this change. Additional changes were suggested:

In paragraph 2 of the intro section: "Written comments may be left for either the Director or the Board at the main circulation desk."

Capitalize Board and Board of Trustees throughout document.

In point #6, following the first sentence, insert the following: "Some dialogue between the Board and public speaker may be possible when appropriate and when time allows, depending on the amount of business on the meeting agenda."

Sign-in sheets for public speakers will be full page and available at each board meeting.

Following discussion of the policy draft and sign-in sheets, a motion to adopt the documents with the suggested changes was made by G. Truman, seconded by L. DeVaughan. On the issue, all aye. Motion passed. These documents will be added to the Board of Trustees By-laws.

3. Financial Committee: G. Gibbons has 3 potential accounting firms but is not yet ready to contract with a particular firm. E. Wright, C. Herrington, and G. Gibbons will do accountant interviews and provide more information at the January 2020 meeting. E. Wright will also contact the Board's attorney about how to proceed with selection etc. We also discussed briefly that banks require us to be in good standing with the State of Missouri. Regarding insurance costs for Library employees, G. Gibbons requested we move this discussion to Executive Session. All Board members agreed.

4. Safety Committee: G. Gibbons reviewed the current status of the proposed security system, placement of the cameras, photos from each camera location, and system costs (See attached document). She will consult with our attorney regarding a written policy on use of surveillance and public awareness of same, best ways to notify patrons and the public that cameras are in use, and the

rationale for their use (the safety of staff and patrons). Members discussed concern about use of the cameras before the actual policy is in place. After discussion, a motion was made by C. Herrington, seconded by G. Truman, to approve the expenditure and installation of the security system but to hold its application until the policy is in place. On the issue, ayes 7, nays 1. The motion passed. The safety committee will present the written policy at the January Board meeting.

Correction: change "application" to "implementation" on motion regarding security system

On a related issue, E. Wright questioned the possibility of increased security measures on the upper City parking lot. After discussion, we decided to table this issue but pursue it in the near future.

Exit Interview: E. Wright presented a draft of the employee exit interview form. After brief review and discussion, the issue was tabled until the January meeting.

TREASURER'S REPORT

L. DeVaughan reviewed the most recent financial report available, through October 2019 (See attached document). At this time, no tax revenue has come into the Library but is expected to be deposited soon. We are under budget in all categories. There is adequate cash on hand.

NEW BUSINESS

New business involves legal and personnel issues which will be discussed in Executive Session. A motion was made by C. Herrington, seconded by G. Truman, to enter Executive Session to discuss legal and personnel matters. Roll call vote: E. Wright-aye, C. Herrington-aye, G. Truman-aye, L. Wilson-aye, J. Oesterly-aye, L. DeVaughan-aye, L. Ashmore-Ruppel-aye, C. Bechtel-aye. The motion passed unanimously to go into closed session.

PUBLIC COMMENTS: The public visitor exited the meeting prior to the beginning of Executive Session.

EXECUTIVE SESSION

E. Wright opened Executive Session at 7:50 PM to discuss legal and personnel issues. After discussion on these matters, a motion was made by C. Herrington, seconded by J. Oesterly, to close Executive Session. Roll call vote-all members present voted aye. The motion passed unanimously. Executive Session was closed at 8:02 PM.

ADJOURNMENT

The next meeting will be Tuesday, January 7, 2020, at 6:30 PM. A motion to adjourn was made by L. Wilson and seconded by L. Ashmore-Ruppel. On the issue, all aye. Meeting was adjourned at 8:05 PM.

Respectfully submitted,

Cynthia Bechtel, Secretary