

**BRENTWOOD PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**JANUARY 3, 2019**

**CALL TO ORDER FOR QUORUM**

The meeting was called to order at 6:29 PM by President Jeanette Oesterly. Present: J. Oesterly, Ed Wright, Lori Ashmore-Ruppel, Chris Herrington, Lynne DeVaughan, Sheila Lenkman, Cindy Bechtel, Director Gina Gibbons, and Alderwoman Kathy O'Neill. Absent: Garry Truman, Libby Wilson. A quorum was present.

**ACCEPTANCE OF AGENDA**

Motion to accept the agenda as presented made by E. Wright, seconded by J. Oesterly. On the question, all aye.

**MINUTES OF DECEMBER 2018 MEETING**

Motion to approve the minutes of the December meeting as written made by L. DeVaughan, seconded by S. Lenkman. On the question, all aye. Minutes were approved.

**PUBLIC COMMENTS BY VISITORS**

No visitors were present.

**ALDERMANIC REPORT**

K. O'Neill attended Brentwood Ways & Means Committee just prior to the Library Board meeting. The committee's agenda included the City Attorney's report on the lease agreement with the Library, however the topic was removed from the agenda.

**LIBRARY DIRECTOR'S REPORT** (See attached report)

One of the major goals for the Library in 2019 is safety. Gina has developed an outline of proactive measures that can be implemented immediately and also in stages (see attached document). She is working with various City departments, Police, mental health professionals, and other specialists to put the plans into action. In January, there will be several new adult programs beginning.

**OLD BUSINESS**

1. The Financial Committee reports it is still researching accounting firms.
2. Legal Committee: J. Oesterly reports that the committee continues its search for an attorney. We need to be certain there is no conflict of interest in the attorney's ability to consult with the Board. Before moving forward to hire an accounting firm, we first need legal advice on the type of entity the Library is (e.g. a nonprofit corporation etc.) relative to obtaining an individual Tax ID number. E. Wright volunteered to assist in interviewing attorney candidates.

## **TREASURER'S REPORT**

L. DeVaughan reviewed the current financial report and also presented 4 sets of proposals (see attached document):

1. to make 2 account classification adjustments:
2. to adjust the 2018 budget in 6 specific categories to cover spending that is in excess of the budgeted amount:
3. to make 2 changes in the 2019 budget to bring it in line with the above adjustments;
4. to change an account name and to add an additional account to the 2019 accounts.

After discussion of these proposals, a motion was made by C. Herrington, seconded by S. Lenkman, to accept all the proposals as stated. On the issue, all aye. Motion passed to accept all proposals.

## **NEW BUSINESS**

1. Board goals for 2019: Board members submitted goals for the Library for the coming year (see attached document). After review and discussion of these goals, it was decided that we need to look at the Board's goals as well as the Library's goals. L. Ruppel volunteered to formulate a new document with both sets of goals and present it at the February meeting.

## **EXECUTIVE SESSION**

There are outstanding/unapproved minutes from the Executive Session during the December 2018 meeting. L. Ruppel moved to open executive session to approve those minutes. Motion seconded by E. Wright. On the issue, all aye. Executive session opened at 7:23 PM. The minutes were approved as written. Motion to close executive session made by S. Lenkman and seconded by L. DeVaughan. On the motion, all aye. Session was closed at 7:25 PM.

## **ADJOURNMENT**

The next Board meeting will be on Tuesday, February 5, 2019. Motion to adjourn this meeting made by J. Oesterly, seconded by L. DeVaughan. On the issue, all aye. Meeting was adjourned at 7:29 PM.

Respectfully submitted,

Cynthia Bechtel, Secretary