

BRENTWOOD PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

JANUARY 7, 2020

CALL TO ORDER-ROLL CALL FOR QUORUM

President Ed Wright called the meeting to order at 6:30 PM. Present were Board members Lynne DeVaughan (Treasurer), Lori Ashmore-Ruppel, Jeanette Oesterly, Libby Wilson, Kathy Ryan, Ed Wright (President), and Cindy Bechtel (Secretary). Absent were Board members Garry Truman (Vice President) and Chris Herrington. Also present were Director Gina Gibbons and Alderwoman Kathy O'Neill. A quorum was present.

ACCEPTANCE OF AGENDA

After review of the agenda, a motion was made by L. DeVaughan and seconded by J. Oesterly to accept the agenda as presented. On the issue, all voted aye. The motion passed and the agenda was accepted.

MINUTES OF THE DECEMBER 3, 2019 MEETING

After review of the minutes, there was one correction. In the Safety Committee report, a motion to "approve the expenditure and installation of the security system but to hold its application" was changed to read "...hold its implementation" There being no further corrections in the minutes, a motion was made by J. Oesterly and seconded by L. DeVaughan to approve the minutes as corrected. On the issue, all aye. The minutes were approved as corrected.

PUBLIC COMMENTS BY VISITORS

No visitors were present.

ALDERMANIC REPORT

K. O'Neill reported that more asbestos was discovered in the ongoing City Hall renovation. The mitigation process has thus delayed the completion of the project and re-opening of the building. She also announced that the first phase of Brentwood Bound is now officially under way.

DIRECTOR'S REPORT (See attached documents)

G. Gibbons reported that the holiday open houses and craft programs were well attended. The final 2019 attendance numbers show that adult and family programming was significantly higher than the previous year. Trenice has become a full time employee. Both Trenice and Joni will attend a training program on Autism Spectrum Disorder Characteristics and Tips, which addresses interacting with persons with ASD, becoming aware of sensory needs, and engaging children and adults in library programs. The Library will soon add CreativeBug, a program featuring online arts and crafts classes which will be accessible with the patron's Brentwood Library card. Finally, Youth Services Librarian, Sarah, will attend the ALA Public Library Association biennial conference in February.

Director Gibbons reviewed her Library goals for 2020: (1) becoming an official passport site, where individuals can apply for passports (except photos); (2) implementing a formal system for staff training, (3) creating a feedback system for patrons and staff, and (4) attending Brentwood Chamber of Commerce meetings.

OLD BUSINESS

1. Public presenter policy: The committee formed to address this issue included Director Gibbons, Youth Services Librarian Sarah P., and Board member L. Ashmore-Ruppel, who presented a document, "Library-Initiated Programs," adapted from the American Library Association's "Bill of Rights" and the ALA Council. (See attached document) The document addresses program planning, presenter selection, and screening/vetting/approving the potential presenter. Responsibility for these functions belongs to the Director, Library staff and library Board of Trustees. The document includes guidelines for content selection and exclusion, presenter rights and responsibilities, free and open access to programs, appropriateness of content, parental/ adult oversight of children attending programs, and library staff responsibilities. The Board will review this document and provide feedback to the committee. The committee will send the revised document to our attorney for review and revision if indicated. The Board will then discuss and vote on acceptance of the document. If adopted, it will be dated and added to the Board By-Laws.

2. Financial Committee: G. Gibbons reported that the Committee (Gibbons, Wright, and Oesterly) continues to work toward hiring an accounting firm. There is ongoing consultation about this issue and work on financial statements with our attorney. The Library is now registered in "good standing" with the State of Missouri.

3. Safety Committee: Our attorney is also revising the Library's surveillance policy. There are questions about how long the images are stored. The policy should be ready for Board review, discussion and vote in the February meeting. Some Board members expressed concern regarding possible behavioral problems in the Teen Room and requested extra surveillance for that area. Discussion ensued. J. Oesterly made a motion, seconded by L. DeVaughan, to add a surveillance camera to the Teen Room and to approve the acquisition of the necessary equipment. On the issue, all Board members voted aye. The motion passed, and Director Gibbons will follow up with this addition to the already purchased surveillance equipment.

4. Employee Exit Interview Form: E. Wright presented another revised draft of the form. Following discussion, there will be some additional revision, and the form will be presented at the February meeting for a vote.

TREASURER'S REPORT (See attached document)

L. DeVaughan reported that we still have not received the November 2019 financial statement from the City and that the Library still has not been given notice that the *ad valorem* taxes have been deposited in our account. G. Gibbons will discuss both issues with the City Finance Director. Also L. DeVaughan proposed a different budget form for both monthly and yearly information. (See attached form). G. Gibbons will request this be put into Excel format and sent to our Treasurer in a timely manner.

NEW BUSINESS

E. Wright introduced that many local and national libraries are discontinuing overdue fines. He presented a flyer from the St. Louis County Library. He suggested we table this issue until the February meeting and all members agreed. G. Gibbons will research the issue as to fines revenues for our library and how other libraries are dealing with fines and the impact of eliminating fines.

In addition, there are legal and personnel issues to discuss. A motion to open Executive Session was made by J. Oesterly and seconded by L. Wilson. Roll call vote: E. Wright-aye, C. Bechtel-aye, L.

DeVaughan-aye, K. Ryan-aye, L. Ashmore-Ruppel-aye, J. Oesterly-aye, L. Wilson-aye. Motion passed to open Executive Session.

PUBLIC COMMENTS

No visitors present

EXECUTIVE SESSION

E. Wright opened Executive Session at 7:44 PM to discuss legal and personnel matters. A motion to approve the minutes of Executive Session on December 3, 2019, was made by L. Wilson and seconded by J. Oesterly. Roll call vote: all members voted aye. The minutes were approved as written. After discussion on legal and personnel issues, a motion to close Executive Session was made by L. Wilson and seconded by J. Oesterly. Roll call vote: all members voted aye. Session was closed at 7:50 PM.

ADJOURNMENT

The next meeting will be Tuesday, February 4, 2020 at 6:30 PM. Motion to adjourn the meeting was made by L. Wilson and seconded by L. DeVaughan. On the issue, all aye. The meeting was adjourned at 7:55 PM.

Respectfully submitted,

Cynthia Bechtel, Secretary