

BRENTWOOD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 3, 2019

CALL TO ORDER-ROLL CALL FOR QUORUM

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

ACCEPTANCE OF AGENDA

E. Wright requested that the compensation analysis data be discussed in executive session. Motion was made by G. Truman and seconded by J. Oesterly to add compensation analysis to the executive session and accept the agenda as amended. On the issue, all members voted aye. Motion passed.

MINUTES OF THE SEPTEMBER 3, 2019 MEETING

Motion was made by L. DeVaughan, seconded by L. Ashmore-Ruppel, to approve the minutes as written. On the issue, all aye. Motion passed and the minutes were approved.

PUBLIC COMMENTS BY VISITORS

Paula M. stated her concerns about the Drag Queen Story Time and expressed that the presenter was inappropriate for the children. She distributed a copy of her statement and a list of websites opposing programs of this nature (see attached). She stated she was not present at the Story Time. President Wright thanked her for her comments and stated the board will consider her comments seriously.

ALDERMANIC REPORT

K. O'Neill reported that there were no new issues regarding the Library to be discussed at this time.

DIRECTOR'S REPORT (See attached report)

G. Gibbons reported that the Do Good Things Club (an after-school program) held a diaper drive and collected over 1000 diapers for The St Louis Area Diaper Bank. They also have other projects planned. West Community Credit Union donated a Visa gift card and a sled as prizes for the first children's Winter Reading Club, and the Brentwood Parks Department has donated space for some of our youth programs along with offers of working more closely with the Library on programs. And a library patron made a \$250 donation so that the Library could offer another Drag Queen Story Time next year.

The Library has installed mobile printing technology and will be offering that service soon. In addition, some of the flooring has been redone, although there is more to replace in the coming year. Many new programs have been developed and attendance numbers continue to be high for 2019.

The Library recently said farewell to Jan, one of our part-time associates, who will be greatly missed. There is now a position open for library associate.

OLD BUSINESS

1. Financial Committee: L. DeVaughan met with 2 accountants from the Brown Smith Wallace firm regarding selection of an accountant with specific knowledge of tax aspects for non-profit organizations. The BSW accountants recommended that the Library outsource payroll completely. They also recommended using a different source to manage insurance issues. G. Gibbons reported that she spoke with Perkins Associates and learned they could accommodate our needs with in-house accounting and payroll. To request a proposal for this kind of service, the Library has to accept the lowest bid, however if we seek a request for qualifications, we can select the bid that best meets our needs. L. DeVaughan stated that we remember the Library is a political subdivision. The committee will explore more options and report back at the November Board meeting.
2. Employee Compensation Analysis: this topic was moved to executive session.

TREASURER'S REPORT

L. DeVaughan reviewed and discussed the monthly financial report. She recommended that the Board authorize transferring \$500,000 from our current account to an investment account. We are now under budget and will also be receiving the tax revenues by year's end. Motion was made by L. DeVaughan, seconded by G. Truman, to move \$500,000 into an investment account. Discussion ensued with questions about how quickly this can be done, whether this investment will be liquid, the time frame, and the issue of fees associated with the transfer. It was suggested that we table the motion until the November meeting. Motion to table this discussion until November was made by C. Herrington, seconded by C. Bechtel. On the issue all voted aye. The motion is tabled until November.

NEW BUSINESS

1. Disposition of Library collectibles and patron donations: G. Gibbons reported there is a variety of collectibles in storage. We discussed whether those can be sold. It was decided to discuss this issue in the future.
2. Security cameras and technology: Gina reported that a decision was made to use the same types of equipment that the City uses, which will cost approximately \$6000. This could be budgeted under line-item 6330 "Computers" or 6445 "Miscellaneous." It was decided to do a demo to check adequate coverage and resolution. Placement will be in the children's room, the front desk, and both interior and exterior lobbies. Other options are possible, which will affect the final costs. There is a question about the length of time data can be stored. The Safety subcommittee of G. Gibbons and C. Bechtel will follow up with these concerns. We will continue this discussion at the November meeting when we also have the financial information to make decisions.
3. Presenter policy: tabled and will be on agenda for November.
4. Public comments guidelines: tabled until November meeting.

EXECUTIVE SESSION

E. Wright asked for a motion to enter executive session to discuss (1) legal and (2) personnel issues. Motion to open executive session was made by J. Oesterly and seconded by E. Wright. Roll call vote on the issue: E. Wright-aye, G. Truman-aye, L. DeVaughan-aye, L. Wilson-aye, L. Ashmore-Ruppel-aye, C. Herrington-aye, J. Oesterly-aye, K. Ryan-aye, C. Bechtel-aye. Motion carried and executive session was opened at 7:42 PM. A motion was made by L. DeVaughan, seconded by L. Wilson, to approve the minutes of the June 2019 executive session. Roll call vote on the issue-all members voted aye, and

motion passed to approve the minutes as written. After discussion of the 2 agenda items, motion was made by C. Bechtel, seconded by J. Oesterly, to close executive session. Roll call vote on the issue-all members voted aye. Motion carried. The session was closed at 8:50 PM.

ADJOURNMENT

The next regular Board meeting will be November 5, 2019 at 6:30 PM. It was also decided to hold an Executive session on Tuesday, October 28, 2019, to discuss the Library budget. Meeting will be held at Brentwood High School library at 6:00 PM. Motion to adjourn the current meeting made by C. Bechtel, seconded by E. Wright. On the motion, all aye. Meeting was adjourned at 8:53 PM.

Respectfully submitted,

Cynthia Bechtel, Secretary