

BRENTWOOD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 2, 2019

CALL TO ORDER FOR QUORUM

The meeting was called to order at 6:31 PM by President Jeanette Oesterly. Present: Chris Herrington, Lynne DeVaughan, Ed Wright, Lori Ashmore-Ruppel, Libby Wilson, Jeanette Oesterly, Cindy Bechtel, Director Gina Gibbons, Alderwoman Kathy O'Neill, and Attorney Lisa Stump. Absent: Garry Truman. A quorum was present.

ACCEPTANCE OF AGENDA

J. Oesterly requested moving executive session to follow the director's report in order to discuss a personnel matter, Board/Library goals, and legal issues. Motion to accept the revised agenda made by E. Wright, second by C. Herrington. On the issue, all aye. The agenda was accepted as revised.

MINUTES OF MARCH 2019 MEETING

Motion to accept the minutes of the March 2019 meeting made by E. Wright, second by L. Wilson. On the issue, all aye. Minutes were accepted as written.

PUBLIC COMMENTS BY VISITORS (No visitors were present)

ALDERMANIC REPORT

K. O'Neill stated that there are no updates to report.

DIRECTOR'S REPORT (See attached report)

G. Gibbons reported on security updates, including (1) several Brentwood police officers who will be present in the Library during the 4 nights/week with later closings; and (2) meetings with security companies regarding installing an alarm system and other security measures. Programming (both children's and adult's) continues to be well-attended, and social media exposure is also increasing.

Following the Director's report, a motion was made by E. Wright, seconded by C. Herrington, to open Executive Session at this time to discuss a personnel matter and legal issues. Roll Call vote to open session: J. Oesterly-yes, E. Wright-yes, L. DeVaughan-yes, C. Herrington-yes, L. Ruppel-yes, L. Wilson-yes, C. Bechtel-yes. On the issue, all aye to open Executive Session at this time.

EXECUTIVE SESSION

Executive Session was opened by J. Oesterly at 6:55 PM to discuss a personnel matter, Board/Library goals, and legal issues. The Library's attorney, L. Stump was present also. Motion to accept the Executive Session minutes from the March 2019 meeting made by E. Wright, second by J. Oesterly. A roll call vote was taken, with all board members voting to approve the minutes as written. After discussion of personnel and legal matters, motion to close the executive session was made by E. Wright, seconded by C. Herrington. A roll call vote was taken with all board members voting aye on the issue. Session was closed at 7:23 PM.

OLD BUSINESS

Open session re-opened by J. Oesterly at 7:25 PM to discuss handbook revisions and library/board goals.

1. Employee Handbook: Gina presented several areas of the handbook that need updates, specifically regarding employee leave time, and some other revisions. Members reviewed the areas of concern.

In Section 2.1 in the description of "employee," motion was made by E. Wright, seconded by L. Ruppel, to (1) delete the phrase "and thereby the City of Brentwood" and (2) to modify both full time and part time employees as working "a minimum of 30 hours per week" and removing the phrases concerning the minimum number of hours per year. On the changes, all aye. In Section 2.2 motion was made by J. Oesterly, seconded by L. Wilson, to remove the first sentence and re-title the section as "Introductory Period." On the change, all aye. In Section 6.1 motion was made by J. Oesterly, seconded by L. DeVaughan, to change the first sentence to read "eleven and one-half paid holidays" and to move New Year's Eve to follow Christmas Day in the list of holidays. On the changes, all aye. In Section 6.2, motion was made by L. DeVaughan, seconded by L. Ruppel, to accept revision of the vacation hours to reflect the 7.5 hour workday. On the change, all aye. In Section 6.3 motion was made by C. Herrington, seconded by L. Wilson, to change paragraph 2 to reflect "(1) 7.5 hour day per month" and "a total of thirty-six (36) days (270 hours)." On the changes, all aye.

E. Wright suggested reviewing Section 6.5 Funeral Leave to reflect relationships other than those listed, such as life partners etc. In addition the hours of leave time should reflect the 7.5 hour workday ("up to 22.5 hours"). After further discussion, the Board and the Director decided unanimously to review the entire handbook for corrections and revisions and place this on the agenda for the next meeting in May.

2. Board and Library Goals: This discussion was transferred to the Executive Session.

TREASURER'S REPORT

L. DeVaughan reviewed and discussed the monthly financial statement. No new problems to report.

NEW BUSINESS

There was no new business to discuss at this time.

ADJOURNMENT

The next meeting will be Tuesday May 7, 2019 at 6:30 PM. Business being complete, motion was made by C. Bechtel, seconded by C. Herrington, to adjourn the meeting. On the issue, all aye. Meeting adjourned by J. Oesterly at 8:15 PM.

Respectfully submitted,

Cynthia Bechtel, Secretary