

**BRENTWOOD PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**DECEMBER 4, 2018**

**CALL TO ORDER FOR QUORUM**

The meeting was called to order at 6:30 PM by President Jeanette Oesterly. Present: Jeanette Oesterly, Garry Truman, Ed Wright, Chris Herrington, Libby Wilson, Sheila Lenkman, Lori Ashmore-Ruppel, Lynne DeVaughan, Cindy Bechtel, and Director Gina Gibbons. Absent: Alderwoman Kathy O'Neill. A quorum was present.

**ACCEPTANCE OF AGENDA**

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

**MINUTES OF NOVEMBER 6, 2018 MEETING**

Motion to approve the November minutes with correction of Brentwood Holiday Party from Dec. 7 to Dec. 10 was made by J. Oesterly, seconded by C. Herrington. On the question, all aye. Minutes were approved as corrected.

**PUBLIC COMMENTS BY VISITORS**

No visitors were present.

**ALDERMANIC REPORT**

In the absence of Alderwoman O'Neill, there was no report.

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

Gina reported that Hilary C. will return this week from maternity leave. Hilary G. has created a flyer about homebound book delivery. There was discussion about promoting this service, with suggestions to place information at the Brentwood Recreation Center, perhaps on the "Magic Bus," exploring partnering with Meals on Wheels, and placing information in the Brentwood Forest newsletter and "The Pulse" newspaper. The new Children's Librarian has added more programs and is redesigning the Library's monthly flyer, in addition to opening up more space for the children's area. The book event with Shannon Messenger was well attended, with 160 people, including some from out of state. Gina is starting a new "Resolutions" book club in 2019. "Just for Fun" gatherings have been well attended also.

**OLD BUSINESS**

1. The Financial Committee has met 3 times and prepared a written report. J. Oesterly requested all board members read the report and send any questions to her. Further discussion of this report will be continued in executive session. A copy of the report will be included with executive session minutes.
2. The Library's holiday party for staff and board members and their families will be held December 7 at the Brentwood Recreation Center.

## **TREASURER'S REPORT**

L. DeVaughan reported that the Library is under-budget now. We will consider increasing digital media holdings to increase our expenses in order to comply with required spending (15-18%). There is really no space for adding more print media/books. Lynne also reviewed the monthly financial reports.

## **NEW BUSINESS**

1. J.Oesterly asked all members to submit 3 goals/expectations for the Library in 2019. These should be submitted to Gina by Dec. 28.
2. The next board meeting in January will need to be changed, since it falls on New Year's Day. After discussion, it was decided unanimously to move the meeting to Thursday, January 3, 2019.
3. Executive session: Motion was made by C. Herrington, seconded by C. Bechtel to open executive session. On the issue, all aye.

## **EXECUTIVE SESSION**

Executive session was called to order by J. Oesterly at 7:25 PM to discuss legal and financial issues. After discussion of these matters, motion to close executive session was made by E. Wright, seconded by C. Herrington. On the issue, all aye. Session was closed at 8:10 PM.

## **ADJOURNMENT**

The next board meeting will be Thursday January 3, 2019 at 6:30 PM. Motion to adjourn the meeting made by L. DeVaughan, seconded by C. Herrington. Meeting was adjourned at 8:11 PM.

Respectfully submitted,

Cynthia Bechtel, Secretary