

BRENTWOOD PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

MARCH 3, 2020

CALL TO ORDER-ROLL CALL FOR QUORUM

President Ed Wright called the meeting to order at 6:31 PM. Present were Board members Lori Ashmore-Ruppel, Kathy Ryan, Libby Wilson, Jeanette Oesterly, Chris Herrington, Ed Wright (President), Garry Truman (VP), Cindy Bechtel (Secretary) and Lynne DeVaughan (Treasurer). Also present were Library Director Gina Gibbons, Alderwoman Kathy O'Neill, and Library staff members Sarah Palmer and Hilary Chetta. A quorum was present.

ACCEPTANCE OF AGENDA

G. Gibbons requested that the topic of Drag Queen Story Time be added to Old Business and that Coronavirus be added to New Business . A motion to accept the amended agenda was made by J. Oesterly, seconded by G. Truman. On the issue, all aye. The agenda was accepted as amended.

MINUTES OF THE FEBRUARY 2020 MEETING

A motion to approve the minutes of the February 2020 meeting as written was made by G. Truman and seconded by J. Oesterly. On the issue, all aye. The minutes were approved as written.

PUBLIC COMMENTS BY VISITORS

There were no public comments by visitors.

ALDERMANIC REPORT

Alderwoman O'Neill discussed security issues in the lobby and stairwell outside the actual Library entrance (see attached diagrams). There are several options being considered by the City to maintain security in that area that is "shared" space between the Library and City Hall access. The time frame for a decision is unknown.

DIRECTOR'S REPORT (See attached report)

Director Gibbons reported that February was a busy month. The Downton Abbey Tea Party and the Donuts with Librarians on Valentine's Day were great successes and very well attended. Library staff members Trenice and Maureen are completing Passport Acceptance Training and will soon be able to assist people applying for a passport (photos to be taken elsewhere). The Library will be participating in Food for Fines April 18-26. The donations will go to a food pantry at United Methodist Church in University City. Several programs this month were cancelled due to a low number of registrants for those programs. On a sad note, the beloved DVD "Truly Madly Deeply" gave out after 18 years of service to the Library. Finally, interviews are scheduled soon for the Adult Programming Coordinator position with Director Gibbons, Susan, Sarah and Hilary as interviewers.

OLD BUSINESS

Drag Queen Story Time: Library staff members Hilary and Sarah were present at the meeting to discuss scheduling of the 2020 Drag Queen Story Time (DQST) this summer. Because it is standard procedure to schedule programs in advance, most of the arrangements for the DQST had been worked out. The Board had planned to approve the revised Presenter Policy at the March meeting and thought that scheduling would occur following that. After discussion, it was decided that the DQST would be rescheduled once the Presenter Policy was approved and in place. President Wright asked for a motion to plan the DQST for a later date. A motion to reschedule Drag Queen Story Time was made by C. Bechtel and seconded by L. DeVaughan. On the issue, all aye and the motion passed.

HB 2044/Library Advocacy Day: The Board discussed the proposed HB 2044 which if passed would allow citizen panels to remove materials from libraries which the panels deem to be age-inappropriate sexual materials. Right now the bill is not in committee. Director Gibbons, E. Wright, and C. Bechtel will attend the Library Advocacy Day in Jefferson City on March 11 and will also meet with our district legislators to discuss the bill and other issues concerning the Library.

Employee Exit Interview: The final draft of the document was reviewed and discussed (see attached copy). A motion to approve and adopt this document was made by G. Truman and seconded by J. Oesterly. On this issue, all aye. The motion passed. It will go into the employee handbook with the addition of "Adopted March 3, 2020."

Library Fines: This topic had been tabled until the present meeting. In review, the Library collected \$2073.32 in fines during 2019. There is no financial dependency on fines. The other Consortium Libraries and STL County Library have decided to drop the fine collection. G. Gibbons suggested we might consider doing more food donations in the Library and perhaps institute a policy that if the patron has overdue charges greater than \$10, there would be a hold on further check-outs until the amount is paid. This can be considered in the coming months. A motion for the Library to be fine-free during the remainder of 2020 was made by L. Wilson and seconded by L. Ashmore-Ruppel. On the issue, all aye. The motion passed. The policy will be reviewed at the end of 2020. A celebration to mark the end of fines will be planned by the staff.

Public Presenter Policy: The document was reviewed by our attorney. After the Board discussed the revisions and amendments, a motion was made by J. Oesterly and seconded by C. Bechtel to approve and adopt the Presenter Policy as currently written. On the issue, all aye. The motion passed and the policy will go into the employee handbook with the addition of "Adopted March 3, 2020." A copy will be available for the public in the Library under the title "Library-Initiated Programs."

Financial Committee: G. Gibbons, E. Wright, and L. DeVaughan met with a representative from Purk and Associates on February 20, 2020 to discuss services we require and the possibility for Purk to manage our accounting and bookkeeping needs. An extensive discussion took place regarding these concerns and the services Purk could provide (Refer to attached document for details). After this discussion the Financial Committee recommended the Library commit to a year with Purk to maintain the books. Initial set-up cost will be about \$100/hour or approximately \$1000-2000. Ongoing accounting at 8-10 hours/month would cost around \$800, and attendance at a Board meeting would also be \$100/hour. After discussion among the Board and Director, a motion was made by C. Herrington and seconded by J. Oesterly to authorize the Financial Committee to retain Purk and Associates as our accounting firm. On the issue, all members voted aye. The motion to retain Purk passed..

Another issue was a resolution to approve amendments to the Board Bylaws relating to Library Finances. The Resolution was reviewed and revised by our attorney (see attached document). The first amendment in Article V, Finances, 5th paragraph, states that "The Library Director and any officer of the Board of Trustees will open and maintain an account for each fund." The second amendment in Article V, Finances, paragraph 6, states "The Library's Funds shall be disbursed as authorized by the Library Director.....and duly certified for payment by any officer of the Board of Trustees." After discussion, a motion to adopt the 2 amendments as written was made by G. Truman and seconded by L. Ashmore-Ruppel. On the issue, all aye. The motion passed to adopt the amendments to the Bylaws and add "Revised and Adopted by the Board of Trustees on March 3, 2020."

Safety Committee: As discussed earlier, there are concerns about the security of the lobby area. Also, there has been no progress by the City to improve parking area lighting. K. O'Neill will continue to pursue this.

TREASURER'S REPORT (See attached documents)

L. DeVaughan reviewed the most recent financial data. She discussed some proposed changes in the financial sheet to include a variance column between the actual and the budget amount columns. Work continues on these forms to fit our needs.

NEW BUSINESS

New manual for Trustees: G. Gibbons distributed the manual "Effective Meetings for Library Boards of Trustees." This manual contains information to assist a Board to function in a productive, cohesive and progressive manner to work toward the best interest of the Library. President Wright asked that Trustees review the handout for possible future discussion.

Coronavirus (COVID-19): Discussion centered on guidelines and precautions for protecting the health and safety of Library staff and the Board, Library patrons and other visitors during the pandemic.

PUBLIC COMMENTS There were no public comments by visitors.

EXECUTIVE SESSION

E. Wright requested a motion to open Executive Session to discuss legal and personnel matters. A motion was made by C. Herrington and seconded by J. Oesterly to open the session. Roll call vote: G. Truman-aye, L. Wilson-aye, J. Oesterly-aye, L. DeVaughan-aye, L. Ashmore-Ruppel-aye, K. Ryan-aye, C. Herrington-aye, E. Wright-aye, C. Bechtel-aye. Session opened at 8:30 PM. After discussion of issues, a motion to close Executive Session was made by G. Truman seconded by J. Oesterly. Roll call vote-all aye. The session was closed at 8:42 PM.

ADJOURNMENT

The next meeting is scheduled for Tuesday April 7, 2020 at 6:30 PM. A motion to adjourn was made by L. DeVaughan, seconded by G. Truman. On the issue, all aye. The meeting was adjourned at 8:43 PM.

Respectfully submitted,

Cynthia Bechtel, Secretary