

BRENTWOOD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING #2
NOVEMBER 5, 2019

CALL TO ORDER-ROLL CALL FOR QUORUM

The meeting was called to order by President Ed Wright at 6:31 PM. Present: Ed Wright, Garry Truman, Jeanette Oesterly, Lynne DeVaughan, Kathy Ryan, Libby Wilson, Chris Herrington, Lori Ashmore-Ruppel, Cindy Bechtel, 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, seconded by J. Oesterly, to accept the agenda as written. On the issue, all members voted aye. The motion passed, and the agenda was accepted as written.

MINUTES OF THE OCTOBER 3, 2019 MEETING

After review of the minutes, a motion was made by C. Herrington, seconded by G. Truman, to approve the October minutes as written. On the issue, all aye. The motion passed, and minutes were approved.

PUBLIC COMMENTS BY VISITORS

A local resident (Paula M.) was present at the meeting, stating she had no comments but wanted to attend the meeting. President Wright responded to concerns raised at the previous meeting.

ALDERMANIC REPORT

K. O'Neill relayed updates about the City Hall renovation. She also stated that there was discussion of some options regarding long term plans for City Hall, although no specific plans are in place at this time. Gina Gibbons and K. O'Neill will continue to monitor access to insure security for library staff and patrons.

DIRECTOR'S REPORT (See attached)

The City Hall renovations continue, with good communication between the Library and the project manager. Because lead paint was discovered in the renovation and impacted the Library, the Library was closed for 2 days for the abatement. The Library will have new bathroom floors installed in mid-November. Once again, both adult and youth programs were well-attended this month. The Library is having a fundraiser in November, coordinated by Panda Express, which is donating 50% of the sales to the Library. Also, a new part time Library Associate will join the staff this month. The Library is very happy to welcome Trenice!

OLD BUSINESS

Presenter policy and public comment guidelines: these will be tabled until the December meeting. There will be a draft of the guidelines to review at that time.

Financial Committee: G. Gibbons is still researching accounting firms. C. Herrington and E. Wright volunteered to work with her in selecting a firm. We would like to have a firm in place by year's end.

Regarding the request for the City Attorney to draft a lease agreement for the Library, the Attorney has not responded. We will request the draft lease again and consult with our own attorney. Finally, we will move forward to select a bank/financial institution as soon as possible.

Safety Committee: G. Gibbons reported that the Library's Emergency Procedures Policy has been updated and we decided to have it reviewed, approved, and signed by the Fire Department Chief. We reviewed the security cameras and their placement, the alarm system, and the projected cost for those items. We discussed the issue of video surveillance and the possible need for a policy for our Library. It was decided that G. Gibbons will consult our attorney about a policy geared to our situation. Ideally we would like this policy for review by the December Trustees meeting.

TREASURER'S REPORT

The October financial report was not available at the time of this meeting.

NEW BUSINESS

Budget for 2020: L. DeVaughan presented a prototype for a monthly financial report and also budget information from proposed 2020 budget to projected 2021 and 2022 budgets (see attached). The projected budget amounts can be amended if indicated. After discussion, a few changes were made for the 2020 budget proposal:

1. Line item 6260 "Community Services" will become "Adult Programming."
2. For the 2020 budget, 6005 "Salaries Full Time" will be increased to \$285,000 and 6010 "Salaries Part Time" will be increased to \$85,000.
3. Line item 6261 "Youth Programming" will be increased to \$12,000.
4. Line item 6480 "Building Maintenance" will have \$15,000 transferred to cover painting and flooring.
5. Total expenditures for 2020 are recalculated to \$789,750 and net income recalculated to \$124, 707.

After extensive discussion of the proposed 2020 budget and the new spreadsheet design, a motion was made by G. Truman, seconded by E. Wright, to (1)accept the proposed 2020 budget and (2)adopt the new spreadsheet design. Roll call vote: E. Wright-aye, J.Oesterly-aye, K. Ryan-aye, G. Truman-aye, C. Herrington-aye, L. Wilson-aye, L. DeVaughan-aye, L. Ashmore-Ruppel-aye, C. Bechtel-aye. The motion passed unanimously to accept the proposed 2020 budget and new spreadsheet design. Everyone extended hearty thanks to Gina and Lynne who worked very hard on this important task.

Finally, regarding the transfer of \$500,000 into an investment account last month, the Board discussed options for dividing this large amount and transferring funds to several financial institutions. We will table this discussion until the December Board meeting.

Exit Interview Proposal: In previous meetings, the Board and Library Director have discussed interest in developing an exit interview for departing staff members. E. Wright presented a draft exit interview questionnaire. Board members reviewed the draft and gave recommendations for revision. Revisions will be presented for discussion at the December meeting. If approved by the Board, the final document will become part of the Employee Handbook.

EXECUTIVE SESSION

A brief Executive Session was needed to approve minutes from the additional Executive Session on October 28, 2019. Motion was made by J. Oesterly, seconded by L. Wilson, to open Executive Session. Roll call vote: E. Wright-aye, J. Oesterly-aye, G. Truman-aye, K. Ryan-aye, C. Herrington-aye, L. Wilson-aye, L. DeVaughan-aye, L. Ashmore-Ruppel-aye, C. Bechtel-aye. By unanimous vote the motion passed to go into closed session at 8:00 PM. Minutes of the October 28 meeting were reviewed. A motion to approve them was made by L. DeVaughan and seconded by C. Herrington. Roll call vote-on this issue, all members voted aye. The minutes were approved as written. A motion was made by E. Wright, seconded by J. Oesterly, to close the session. Roll call vote-on the issue all members voted aye. The session was closed at 8:02 PM.

ADJOURNMENT

The next regular meeting will be Tuesday, December 3, 2019 at 6:30 PM. We discussed that an additional separate Executive Session may be needed prior to that date. We also decided that we would not have a holiday party this year and instead use the money for Library needs. Motion to adjourn the meeting made by G. Truman, seconded by E. Wright. On the issue, all members voted aye. The meeting was adjourned at 8:04 PM.

Respectfully submitted,

Cynthia Bechtel, Secretary