

BRENTWOOD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

December 14, 2021

CALL TO ORDER-ROLL CALL FOR QUORUM

President Wright called the meeting to order at 6:34 PM. Board members present: Ed Wright (President), Kathy Ryan (Vice President), Jeanette Oesterly (Treasurer), Cindy Bechtel (Secretary), Lori Ashmore-Ruppel (Acting Secretary), Angela BoClair, Beth Miller Erman, and Kelsey Burkemper. Also present: Library Director Gina Gibbons and Board of Aldermen Liaison Kathy O'Neill. A quorum was present. President Wright stated that the meeting is at Brentwood Rec Center with proper regulations in response to the current COVID-19 pandemic. All board members and the director have received both vaccinations.

ACCEPTANCE OF AGENDA

A motion to accept the agenda was made by C. Bechtel and seconded by J. Oesterly. On the issue all voted aye, and the motion passed.

APPROVAL OF NOVEMBER 9, 2021 MINUTES

A change was suggested to page two - The meeting room is open for use to four people or less. A motion to approve the minutes of the November 9, 2021 meeting as modified was made by J. Oesterly and seconded by A. BoClair. On the motion, all voted aye to approve the minutes as modified.

APPROVAL OF NOVEMBER 21, 2021 SPECIAL MEETING

A motion to approve the minutes of the November 21, 2021 special meeting was made by K. Burkemper and seconded by B. Miller Erman. On the motion, all voted aye to approve the minutes as modified.

PUBLIC COMMENTS

No visitors were present and no public comments were submitted. E. Wright stated that public comments will be accepted by email or in person (when possible) to the Library Director.

ALDERMANIC LIAISON REPORT

Kathy O'Neill stated that there is no city government news that affects the library. Wright stated that the Brentwood Chamber of Commerce has dissolved.

DIRECTOR'S REPORT

Director Gibbons reported that a water bottle filler was installed today. The winter drive for Unhoused was very successful as the people picking up the items were surprised by the number of items donated. In November the staff answered information requests from 68 individuals who are incarcerated in Missouri. Two full staff members are designated to answer the letters. The library receives about 15 letters a day so a part-time staff will be trained as well. The library continues to ask people to mask even without the mandate. Only a few people are not wearing masks when entering but all wear masks when asked. The library is purchasing IT hours from Computer St. Louis instead of using the City of Clayton through Brentwood city. The hours cost \$110 an hour for 25 hours which do not expire.

OLD BUSINESS

Accounting: The city has billed 4 months rent but needs to bill 3 more months. The city has not billed for utilities but the library will receive one at the end of the year. Next year the utilities will be billed the same cost each month. The bill at the accounting firm was down to \$800 because the library only calls when needed as Hilary has taken over the bookkeeping role.

Safety Plan: Susan from the staff joined the committee to express the staffs' safety concerns. C. Bechtel contacted the fire department to talk fire safety - how to use fire extinguishers and exit strategy. The committee reached out to Major Hawkins to do a safety assessment and address staff concerns. The staff would like guidance on how to handle patrons that threaten to deescalate the situation. The committee will meet again on January 10.

Library Re-opening: This committee will be dissolved.

Library Facilities: The facilities committee chose a firm and met to discuss the plan and clarify any questions. The firm will come back with a price which the subcommittee will discuss and bring to the board. A special zoom meeting may be required to approve. The library will meet with the city in the early phase of the plan with the firm when the contract is complete.

Handbook: The board discussed updating paid holidays. A motion to add two paid holidays, Juneteenth and Indigenous People's day and to close (not paid holiday) on Mother's Day, Sunday before Memorial Day, Father's Day and Sunday before Labor Day was made by B. Miller Erman and seconded by C. Bechtel. Seven voted yes and one abstained.

The policy on education benefits was discussed. The suggestion is to add a line that says the employee must stay at the library for a calendar year after finishing education or repay the last calendar year tuition. The board will take action at the January meeting.

Library Vaccination Mandate: The city of Brentwood allowed the library to use their vaccination mandate policy. The city's four page mandate was condensed to one page. The mandate was discussed and questions were raised concerning exemptions, paid sick leave for vaccination reactions and future booster requirements. The next step is to ask the lawyer to review the policy and possible exemption language.

Budget 2022: A motion to approve the budget as submitted was made by K. Burkemper and seconded by C. Bechtel. On the motion, all voted aye to approve the budget.

Board Goals 2022: The board discussed the 2022 goals. Under the goal to advocate for public libraries pro-actively add "To be aware of what's happening in Jefferson City and policy related to libraries." A motion to approve the 2022 goals as updated was made by K. Ryan and seconded by J. Oesterly. On the motion, all voted aye to approve board goals.

TREASURER'S REPORT

J. Oesterly reported that the balance sheet shows 1.6 million in the account. The library is within the budget on most accounts. The treasurer met with the city of Brentwood and asked for billing by the end of the year but probably will not receive those bills by December 31. The library is waiting to receive tax revenue but has to wait for the city to receive their revenue. The auditor will need a lot of documents to do the audit.

NEW BUSINESSStaff Holiday Party

The staff will be hosting a holiday party on December 23 and would like to close at 4 pm. The board approved the early closure for December 23.

ADJOURNMENT

The next Board meeting is scheduled for Tuesday January 11, 2022 at 6:30 PM. With business complete, a motion to adjourn the meeting was made by E. Wright and seconded by A. BoClair. On the issue, all voted aye and the meeting was adjourned at 7:33 PM.

Respectfully submitted,

L. Ashmore-Ruppel