

BRENTWOOD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

January 11, 2022

CALL TO ORDER-ROLL CALL FOR QUORUM

President Wright called the meeting to order at 6:33 PM. Board members present: Ed Wright (President), Kathy Ryan (Vice President), Jeanette Oesterly (Treasurer), Cindy Bechtel (Secretary), Garry Truman, 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. The meeting was held via Zoom and broadcast Live on YouTube.

President Wright asked Director Gibbons to report on the closure of the library because of staff illness. The library closed at 11 a.m. on Tuesday, January 11th and will be closed through Thursday, January 13th while staff is tested for COVID-19. Following the closure, the library will return to limited curbside service while staff are in quarantine.

ACCEPTANCE OF AGENDA

A motion to accept the agenda was made by G. Truman and seconded by K. Ryan. On the issue all voted aye, and the motion passed.

APPROVAL OF DECEMBER 14, 2021 MINUTES

A change was suggested about the report of the safety committee. A motion to approve the December 14, 2021 meeting as modified was made by B. Miller Erman and seconded by J. Oesterly. On the motion, all voted aye to approve the minutes as modified.

PUBLIC COMMENTS

No public comments had been submitted prior to the virtual meeting to either E. Wright or G. Gibbons. 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 reported that the city is also having staffing problems due to COVID-19. The police and fire departments have been very short staffed. She reported on the new Brentwood Park pavilion and multiuse center in the Brentwood Bound area. They are currently being built. As is a lake that is being dug for rain runoff. E. Wright inquired on space availability for the library. K. O'Neill mentioned that developers have been reluctant to acquire land because of the uncertainties of the pandemic.

DIRECTOR'S REPORT

Director Gibbons reported staff have been working on the RFID project. E. Wright asked about the benefit of the project. It will help the library spend more time on helping people instead of doing clerical tasks. The state library is paying for the project. The library acquired 2,000 more surgical masks from the St. Louis County Department of Public Health. Approximately 16,000 masks have been distributed throughout the pandemic.

OLD BUSINESS

Subcommittee Assignments for 2022: The Facilities, Safety, and Employee Handbook will stay the same. We will add a Library Advocacy subcommittee with E. Wright, G. Gibbons, and a library staff member to K. Ryan as members. B. Miller Erman will join midyear after finishing another commitment. The Community committee will look at new ways to connect with the community through schools, senior organizations, service clubs, churches, etc.

Safety Plan: B. Miller Erman reported on the visit of police officers to the library to perform a safety assessment. They recommend having standard operating procedures for various scenarios with the public and training staff on them. They offered to help with staff training and to help with testing our panic buttons since we have never used them before. C. Bechtel reported on the meeting with the fire department at the library to give their safety assessment. They are going to provide us with a key to the metal gate in the lobby. They are also going to review our current fire plan and help us update it. We will need to reach out to them to help train staff on fire extinguishers and basic first aid. It was suggested that the committee look into a visit and some training by the Brentwood paramedics.

Library Facilities: The facilities committee is in negotiation with the architectural firm. There is a plan to meet before the next board meeting.

Employee Handbook: There was a discussion on the change to the section on education reimbursement. Language changed from calendar year to a 12 month period. B. Miller Erman motioned to approve the change and C. Bechtel seconded. The change passed with all members voting aye.

Library Vaccination Mandate: After the lawyer reviewed the Vaccination Requirement policy, they recommended adding a line about medical and religious exemptions to be given to the director. With the addition of that line, C. Bechtel made a motion to adopt the policy. It was seconded by G. Truman. All aye.

TREASURER'S REPORT

J. Oesterly reported that library has received approximately 350,000 in revenue from Ad Valorem taxes. The accountant has not reconciled December so she will send financial reports when they are completed. The library was billed for rent/capital improvements/benefits for 2021. J. Oesterly will give a tutorial on reading our financial reports after we have finished the auditing process for the 2021 books.

NEW BUSINESS

No new business for January

ADJOURNMENT

The next Board meeting is scheduled for Tuesday February 8, 2022 at 6:30 PM. With business complete, a motion to adjourn the meeting was made by J. Oesterly and seconded by K. Ryan. On the issue, all voted aye and the meeting was adjourned at 7:21 p.m.

Respectfully submitted,

Gina Gibbons

P.S. Ed made many jokes including one about masks and masking tape that were not included in these minutes. He also thanked the board for their work and I cut him off of the recording mid-gratitude. Thanks everyone!