

**BRENTWOOD PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**NOVEMBER 9, 2021**

**CALL TO ORDER-ROLL CALL FOR QUORUM**

President Wright called the meeting to order at 6:30 PM. Board members present: Ed Wright (President), Kathy Ryan (Vice President), Jeanette Oesterly (Treasurer), Cindy Bechtel (Secretary), Lori Ashmore-Ruppel (Acting Secretary), Angela BoClair (present via Zoom), Beth Miller Erman, Kelsey Burkemper and Garry Truman. 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 in City Hall 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 G. Truman and seconded by C. Bechtel. On the issue all voted aye, and the motion passed.

**APPROVAL OF OCTOBER 2021 MINUTES**

A motion to approve the minutes of the October 12, 2021 meeting was made by J. Oesterly and seconded by G. Truman. On the motion, all voted aye to approve the minutes as written.

**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. O'Neill did mention that people in the community are talking about the library exploring new locations. Years ago the city did talk about expanding the building but the flooding issue was the priority. The city knows the library is exploring options and wants to continue the conversation about changes to the current space.

**DIRECTOR'S REPORT**

Director Gibbons reported that a cast iron pipe broke but no books were lost and it was replaced and cleaned quickly. In October the library hosted a Not Too Spooky Story time at Boughton Park and handed out bags of candy to preschool visitors. The library is hosting a winter clothing drive for UnhousedSTL and will join Maplewood in offering reference services via mail for correctional facilities. The passport acceptance program is still on hold with the U.S. State Department. Two staff members are trained and just waiting for the U.S. State Department to reinstate the program. The library is considering having staff members become notaries. The board agreed this is a good idea. The library also signed up to provide for one student to enroll in Excel High School. Board members asked how the programs are being advertised and recommended the city newsletter and speaking to Sam Raybun at the Brentwood School District.

**OLD BUSINESS**

Lease: The library continues to monitor the lease with the city.

Safety Plan: Susan Hope (Cataloguer) is going to take Gina's place on the safety plan subcommittee

Library Re-opening: The library meeting room is open for single person use only.

Library Facilities: The facilities committee met on October 25th and had interviews with companies. The committee plans to meet again in November and will have recommendations for action at the December meeting. A revised version of the survey for the community about the library was distributed. The survey is being held at this time

Handbook: The board discussed being closed for Mother's Day and Father's Day as other MLC libraries are also closed on those Sundays. It was suggested that Indigenous People's day become a paid holiday. These changes will need to take place prior to January. At the December meeting, Gina will provide a list of other MLC holidays. A decision will be made at the December meeting.

Library Vaccination Mandate: For the city of Brentwood all employees need to be vaccinated or have an exemption. Currently, all library employees are vaccinated so a policy would be for any new employees. The board decided to look at adopting a vaccination mandate policy for the safety of the library patrons. The lawyer will review the city of Brentwood vaccination policy and the board will vote on it at the December meeting. The board also discussed adding a line asking for proof of vaccination or testing to the presenter contract.

## **TREASURER'S REPORT**

J. Oesterly reported that the balance sheet shows 1.7 million in the account. The profit/loss report shows that the library spent less this year than last year. The city has billed the library for rent and utilities for the last six months. The city knows they are behind on this billing due to personnel changes. The library has requested a bill by the end of December in order to close accounts. On the budget year to date, the utilities cost is much lower than budgeted. The city has decided to estimate the yearly cost and charge a consistent rate for each month.

## **NEW BUSINESS**

### 2022 Budget Proposal

Income: The library income will be affected by a lower tax rate in Missouri. The library will collect about \$10,000 less for 2022.

Expenses:

There are some changes from the previous budget cycle. The salary accounts have been adjusted because there are more full time positions as approved at the previous board meeting. The accounts for rent, utilities and insurance are estimated high as the cost is unknown. The accounting and audit cost is less because Hillary has taken on the bookkeeping role. The allocation for postage is less because some mailing to the community goes under the promotional account. As the board reviews the budget they are welcome to send comments and questions to J. Oesterly. The budget will be approved at the December board meeting.

### Board Goals for 2022

The board discussed potential goals for 2022. These goals include continued work on study options for a new/renovated library space, implementing a written safety plan, updating the library employee

handbook, and strengthening relationships with the community. All comments on the goals can be sent to E. Wright. The 2022 goals will be approved at the December meeting.

#### Jefferson County/Scenic Regional Agreement

The St. Louis County Libraries have a reciprocity agreement with Jefferson County and the Scenic Region libraries where patrons can have accounts with the county libraries without cost. Currently, patrons that live in that area but work in Brentwood can have a Brentwood library card for a \$30 fee. G. Gibbons is proposing we have a legal agreement to remove the cost to those patrons. A motion to authorize the library director and board president to enter into a reciprocity agreement with those two regions was made by K. Ryan and seconded by C. Bechtel. On the issue all voted aye, and the motion passed.

#### **PUBLIC COMMENTS**

No visitors were present and no comments were submitted.

#### **EXECUTIVE SESSION**

A motion to open Executive Session was made by G. Truman and seconded by J. Oesterly at 7:51 p.m. All voted aye on the motion.

After discussing various items, a motion was made to end the Executive Session and return to the meeting by G. Truman and seconded by K. Ryan. All voted aye on the motion.

#### **ADJOURNMENT**

The next Board meeting is scheduled for Tuesday December 14, 2021 at 6:30 PM. With business complete, a motion to adjourn the meeting was made by E. Wright and seconded by J. Oesterly. On the issue, all voted aye and the meeting was adjourned at 8:17 PM.

Respectfully submitted,

L. Ashmore-Ruppel