

BRENTWOOD PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

OCTOBER 12, 2021

CALL TO ORDER-ROLL CALL FOR QUORUM

President Wright called the meeting to order at 6:32 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, 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 make one addition to the October agenda to add a short executive session. Motion to accept the agenda as changed was made by J. Oesterly and seconded by G. Truman.. On the issue all voted aye, and the motion passed.

APPROVAL OF SEPTEMBER 2021 MINUTES

A motion to approve the minutes of the September 14, 2021 meeting was made by C. Bechtel and seconded by B. Miller Erman. 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 the city government will require all employees be vaccinated. This vote was not unanimous. The city will accept sincerely held religious exemptions as well as medical exemptions. This does apply to board members but not the library nor library board as it is a separate entity. The library board will discuss a library vaccination mandate at the November meeting.

DIRECTOR'S REPORT

Director Gibbons reported that recent library events including a drawing program with Mr. Todd, Thursday morning yoga in the park and participating in the MLC booth at Tower Grove Pride. The library took part in the city wide garage sale and made about \$500. There was a free computer/network security assessment that showed some problems. The library will implement changes including the new doors and locks on the equipment as well as create a managed switch system. It is possible to receive grants to pay for this work. The library continues to use the Beanstack program for the 1,000 books before kindergarten project.

Library staff responded well to the reorganization. Hillary has started training with the bookkeeper and is already sending bills and adding invoices to quickbooks. Gina is training Sarah to understand her new role as assistant director.

OLD BUSINESS

2022 Goals: The goals for 2022 will be discussed at the November meeting. Any ideas can be emailed to Ed and Gina. The goals will be finalized in December and implemented in January.

Goals-Subcommittee reports (if indicated)

Lease and services: The city has not been billing on a regular cycle but they are aware of this. The new lease automatically renews.

Accounting: J. Oesterly and G. Gibbons discussed that things are moving along with the new system and having Hillary in the bookkeeper role is very helpful.

Library Re-opening:

G. Gibbons announced that the Library continues to operate under normal hours and has continued curbside service. Some St. Louis County Libraries are vaccination sites in areas with lower vaccination rates. It was discussed how the Brentwood library could potentially invite those doing vaccination education to be present at future library events.

Library Facilities:

The facilities group will meet on October 25th. E. Wright has been checking into possible Brentwood locations for consideration. A Request for Qualifications (RFQ) has been prepared on the website. There have been a few interests but not proposals. This will remain open until October 19th.

K. Ryan and S. Palmer made changes to the community survey following the previous meeting. The introduction was rewritten to remove anything about the library's plans. An age range was added to the start of the survey. The administrators and the middle school and high school, as well as St. Mary Magdalene, will be contacted for approval to share with the school librarian for promotion.

Suggested changes to the survey were discussed and Kathy Ryan noted them. At the start, change "raffle" to "drawing." On questions 19 and 20, drop the word "play" and move question 11 closer to question 14. Also remove the phrase "when you visit the Brentwood Public Library." Change 22 to read "expanded interactive space for children/teens. As it may cause confusion, it was suggested to remove the line about antimicrobial materials. The goal is to distribute the survey in January.

Handbook: G. Gibbons and L. Ashmore-Ruppel suggested changes to the listed holidays. These changes include adding Juneteenth as a paid holiday as it is a federal holiday and most MLC boards have added this holiday. Other changes include stating that the following days will not be paid holidays but the library will be closed: Mother's Day, Sunday before Memorial Day, Father's Day, Sunday before Labor Day, Indigenous Peoples' Day. A suggestion was made to make Indigenous Peoples' Day a paid holiday. These decisions will be made at the November meeting.

TREASURER'S REPORT

J. Oesterly reported that they are asking the city about the discrepancy in the ad valorem account. The Telephone Service and Equipment accounts may need a larger budget or a shift in funds. For budgeting, J. Oesterly will receive Information regarding the upcoming tax revenue from the city.

NEW BUSINESS

There was no new business.

PUBLIC COMMENTS

No visitors were present and no comments were submitted.

EXECUTIVE SESSION

A motion to open Executive Session was made by K. Ryan and seconded by A. BoClair at 7:32 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 C. Bechtel and seconded by G. Truman. All voted aye on the motion.

ADJOURNMENT

The next Board meeting is scheduled for Tuesday November 9, 2021 at 6:30 PM. With business complete, a motion to adjourn the meeting was made by G. Truman and seconded by C. Bechtel. On the issue, all voted aye and the meeting was adjourned at 7:38 PM.

Respectfully submitted,

L. Ashmore-Ruppel