

**BRENTWOOD PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**SEPTEMBER 14, 2021**

**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), Lori Ashmore-Ruppel (Acting Secretary), Angela BoClair, Beth Miller Erman, and Garry Truman. Also present: Library Director Gina Gibbons. 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.

The newest board member, Beth Miller Erman, was welcomed.

**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 JUNE 2021 MINUTES**

A motion to approve the minutes of the June 1, 2021 meeting was made by C. Bechtel and seconded by J. Oesterly. 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 was absent from the meeting. E. Wright commented that the Brentwood Backyard Bash will take place on Saturday, September 18 with a parade at 3:00 and activities, music and fireworks at Brentwood Park.

**DIRECTOR'S REPORT**

Director Gibbons reported that West Community Credit Union once again donated funds for Summer Reading Prizes - bean bag chairs, pool toys and gift cards were given out to the winners. There were 119 adults, 170 children and 42 teens that registered for the Summer Reading Clubs. A contest this summer resulted in two new library card designs available upon request. S. Palmer, Youth Services, created outdoor programming including Story Time on Tuesdays and Children's Yoga in Thursdays at Broughton Park. Silly Jilly performed in June for a large crowd. The meeting rooms remain closed but there are 5 public access computers available. Masks are still required for everyone over the age of 5.

The MLC was granted \$100,000 to start the RFID project. RFID stands for radio frequency ID which will allow people to place all books on a mat and scan them all at once instead of using the barcode system. This will improve the ease of self-check out. The hope is to have all items tagged by the end of the year. MLC is working together to order all of the tags and equipment.

Director Gibbons submitted the 2019 annual report.

## **OLD BUSINESS**

2021 Goals: The goals for 2021 were reviewed with plans to begin formulating goals for 2022.

Goals-Subcommittee reports (if indicated)

Lease and services: The lease is operating well and nothing new to report.

Accounting: J. Oesterly and G. Gibbons discussed that the library is on its 3rd accountant with the firm and will have to train the newest one. The information is on google docs so all can review.

Safety Plan: A rough draft has been written. New board member B. Miller Erman will join the subcommittee.

Library Re-opening:

G. Gibbons announced that the Library continues to operate under normal hours and has continued curbside service. Although curbside requests are rare, it is still a useful service to offer. All other MLC libraries has similar policies regarding limited seating, closed meeting rooms and mask requirements.

Library Facilities:

The facilities group will meet on October 25th. E. Wright has been checking into possible Brentwood locations for consideration.

K. Ryan and S. Palmer created a community survey, modified from the employee and Board surveys. The survey consists of 25 questions which will be built into Survey Monkey. It will be distributed through email and a QR code in The Pulse. In order to achieve a broader audience, it will be shared with the middle school/high school librarian and potentially sent out to parents at the grade schools. The survey would be posted on library social media on Facebook and Instagram but not on NextDoor. In order to provide access to the survey for all populations, paper copies would be available at the library. Other places to potentially promote would be the Parks and Recreation Senior Programs as well as the Recreation Center. There are 5861 active card holders so the goal would be 500 responses.

Suggested changes to the survey were discussed and Kathy Ryan noted them. At the beginning of the survey, write a line about how long the survey will take to complete. For questions 15-20, list the items and ask which four are the most important to you. On questions 18 and 19, add the word "expanded" before "interactive play space for children" and "interactive social space for teens". Potentially create a demographic question regarding age range so we are aware of who is answering the survey. There will be another draft at the next meeting. The survey will go out by the start of 2022 or potentially sooner.

Handbook: Nothing to report at this time.

## **TREASURER'S REPORT**

J. Oesterly reported that the City is still doing the audit from last year. J. Oesterly has questions for the City regarding the accounts and will sit down with the new person at the City's finance office to discuss the Ad Valorem revenue questions. New investments were explored but none offer a good rate. All of the money is guaranteed with no limits.

**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 G. Truman and seconded by K. Ryan at 7:28 p.m.

After discussing various items, the board voted to end the Executive Session and returned to the regular meeting.

**ADJOURNMENT**

The next Board meeting is scheduled for Tuesday October 12, 2021 at 6:30 PM. With business complete, a motion to adjourn the meeting was made by C. Bechtel and seconded by A. BoClair. On the issue, all voted aye and the meeting was adjourned at 7:28 PM. The October meeting will be in-person, with location TBD.

Respectfully submitted,

L. Ashmore-Ruppel