

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
SEPTEMBER 9, 2014**

President Wendy Lupa called the meeting to order at 7:00 pm. Present were Board members Ruthie Alexander, Amanda Crider, Clyde Hall, Jill Langrand, Wendy Lupa, Bob Metcalf, Library Director Bill Pixley, and Asst. Librarian Esther Curry. The necessary quorum was present.

AUDIENCE TO VISITORS: None

SECRETARY’S REPORT: Motion was made by Amanda Crider to approve the August 12, 2014 minutes. Motion carried.

CORRESPONDENCE: None

TREASURER’S REPORT: Balances were reported as follows for August 31, 2014:

Community First Bank	General Operating Cash	8,607.12
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>486,082.00</u>
	Total	\$ 694,631.12

Library Director Pixley distributed corrected July 31, 2014 bank balances.

Motion to approve the corrected July report and the August treasurer’s report and pay the August bills was made by Bob Metcalf. ROLL CALL #1 was approved 6-0.

DIRECTOR’S REPORT: Bill submitted a written report.

Staff Reports: Hannah Story submitted a written report for the Children’s Dept.

REPORT OF OFFICERS:

President: Wendy Lupa submitted a report from her trip to the ALA Conference.

Treasurer: None

STANDING COMMITTEES:

Finance Committee Report: The committee met on August 27 at 5:00 at the library. Minutes were taken.

Personnel Committee Report: The committee met on August 18 at 4:00 at the library. Minutes were taken.

Policy Committee Report: None

Building and Grounds Committee Report: None

Community Relations Committee Report: None

REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM: None

REPORT FROM THE SHAKESPEARE FOUNDATION: None

UNFINISHED BUSINESS:

The board held a discussion of the VFW property, immediately west of the library property. Clyde Hall made a motion to have an attorney draft a letter of intent to purchase the VFW building and property, located at 110 S. 8th Street, Mt. Vernon, IL, for the asking price of \$110,000. ROLL CALL #2 was approved 6-0.

The board discussed hiring Pam Dodson, of Pam’s Interiors, as a design consultant for the proposed new Library Annex.

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The Personnel Committee recommended approval of the FY 2014-2015 Full Time Salary Schedule and Part Time Hourly Increases as presented to the board, effective July 1, 2014. Jill Langrand made a motion to approve said increases as presented. ROLL CALL #3 was approved 6-0. The committee would also like to address merit increases as part of the pay increase review process.

NEW BUSINESS:

The board reviewed the library's annual audit report prepared by CPA firm Emling and Hoffman P.C. for fiscal year ending June 30, 2014. In their opinion, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the C.E, Brehm memorial Public Library District are presented fairly. They did not identify any deficiencies in internal control that would be considered a material weakness. Ruthie Alexander made a motion to accept the audit report as presented. Motion was approved 6-0.

The board reviewed Chapter 7, Collection Management and Resource Sharing, in the ILA Serving Our Public: Standards of IL Public Libraries publication. Our library meets or exceeds all of the Chapter 7 Core Standards and the items on the Collection Management and Resource Management Checklist.

The board reviewed and approved the official statement made by the Finance Committee, which states the library has sufficient funds for normal and reoccurring expenses, the library is far exceeding the recommended spending levels for materials, and the library currently has no debt.

The board held first reading of the Budget and Appropriation Ordinance No. 2014-03.

The board reviewed the IPLA Annual Report. Bob Metcalf made a motion to approve the IPLA Annual Report. Motion was approved 6-0.

Library Director Pixley presented a proposal to create a full-time Technical Services Coordinator position to be responsible for handling materials acquisition, processing, and cataloging.

Library Director Pixley and Asst. Director Curry excused themselves from the meeting at 8:07 pm.

The Personnel Committee presented their salary proposal for Library Director Pixley. Wendy Lupa made a motion to increase Library Director Pixley's annual salary by 4%, retroactive to July 1, 2014. ROLL CALL #4 was approved 6-0.

Library Director Pixley and Asst. Director Curry rejoined the board meeting at 8:20 pm.

ADJOURNMENT: A motion to adjourn was made by Ruthie Alexander at 8:23 pm. Motion carried.

Respectfully submitted by Ruthie Alexander, Secretary
