

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
JUNE 12, 2015**

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

AUDIENCE TO VISITORS: Mike and Aaron Bevis and Pam Dodson were present to discuss the Annex project.

Mike Bevis explained to the board the services he would perform as Project Manager for our Annex addition, should the board request his services. No cost estimates were provided.

Pam Dodson submitted her fee proposal for serving as our Design Consultant and Project Manager for our proposed Annex. She also shared the architectural/engineering report regarding the Annex project. Structural integrity issues have been cited in this report. The cost of new construction is comparable with the cost of renovation. New construction would offer many additional options and lower utilities in the long run, but demolition costs would be additional. Bob Metcalf asked what the cost would be to get another opinion from a structural engineer. The board tabled the issue of the Annex and will discuss it further at our next board meeting.

SECRETARY’S REPORT: Motion was made by Amanda Crider to approve the May 12, 2015 minutes. Motion carried.

CORRESPONDENCE: None

TREASURER’S REPORT: Balances were reported as follows for May 31, 2015:

Community First Bank	General Operating Cash	77,014.05
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>535,683.00</u>
	Total	\$ 812,639.05

Motion to approve the treasurer’s report and pay the May bills was made by Ruthie Alexander. ROLL CALL #1 was approved 5-0.

DIRECTOR’S REPORT: In addition to Bill’s written report, Bill informed the board that he will be attending the IHLS Annual Board of Directors meeting in June. He also informed the board that he has hired Melissa Burns as our new Children’s Librarian. Melissa will complete her MLS degree in December of 2015.

Staff Reports: None

REPORT OF OFFICERS:

President: Clyde Hall shared that page 5 of our Policy Manual lists our Trustee responsibilities and is a good read. Clyde also suggested we add **Library Annex** as a specific section in our regular board meeting agenda until this project is completed.

Treasurer: None

STANDING COMMITTEES:

Finance Committee Report: None

Personnel Committee Report: None

Policy Committee Report: None

Building and Grounds Committee Report: None

Community Relations Committee Report: Clyde Hall talked to the owner of King City Books regarding promoting the library’s Summer Reading Program, as well as working hand in hand with the library to promote

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reading in our community. It is possible that we may work together to promote reading, the library, and the book store during the Fall Festival.

REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM: None

REPORT FROM THE SHAKESPEARE FOUNDATION: None

UNFINISHED BUSINESS: The Annex project was discussed earlier in the meeting. Library Director Pixley shared our progress regarding insurance coverage, utilities, and alarm service now in effect.

NEW BUSINESS:

No changes were made to the Library Board Committees, at this time.

Library Director Pixley presented the Prevailing Wage Ordinance 2015-01. Bob Metcalf made a motion to approve Ordinance 2015-01 as presented. ROLL CALL #2 was approved 5-0.

Library Director Pixley presented the .02 Building Maintenance Ordinance 2015-02. Renee Jenkins made a motion to approve Ordinance 2015-02 as presented. ROLL CALL #3 was approved 5-0.

Library Director Pixley presented the first draft of the FY 2015-2016 budget.

The Personnel Committee proposed a step increase for all eligible full time and part time employees for FY 2015-2016. Renee Jenkins made a motion to approve said increases as presented. ROLL CALL #4 was approved 5-0.

Library Director Pixley and Assistant Librarian Esther Curry excused themselves from the meeting at 9:05.

The board intended to discuss a salary increase for Library Director Pixley, but did not have any information from the Personnel Committee nor any current salary information on which to base a salary increase.

Library Director Pixley and Assistant Librarian Esther Curry rejoined the meeting at 9:15.

Library Director Pixley's salary review was tabled until the next board meeting.

The board discussed how involved the library wants to be in the 2015 Fall Festival. The consensus was to man a booth to promote the library's services, but not enter a float this year.

ADJOURNMENT: A motion to adjourn was made by Clyde Hall at 9:25 pm. Motion carried.

Respectfully submitted by Ruthie Alexander, Secretary
