

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT  
MINUTES – BOARD OF LIBRARY TRUSTEES  
APRIL 14, 2015**

President Wendy Lupa called the board meeting to order at 7:05 pm. Present were Ruthie Alexander, Amanda Crider, 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 Wendy Lupa to approve the March 10, 2015 minutes. Motion carried.

**CORRESPONDENCE:** None

All board members present agreed to change the order of business so that we could address the purchase of the VFW and notify their board of our decision.

The VFW has asked to make the following change to their contract to sell the VFW building and property to the C.E. Brehm Memorial Public Library. They would like to remove two flagpoles from the property. Ruthie Alexander made a motion to allow the VFW to remove two flagpoles from the property and from the sales contract. Motion was approved. Wendy Lupa made a motion to approve giving the VFW \$1,000 earnest money upon signing the sale agreement. ROLL CALL #1 was approved 4-0. Board members continued discussion regarding the purchase of the VFW property and began compiling a list of things the library will need to do promptly.

**TREASURER’S REPORT:** Balances were reported as follows for Mar. 31, 2015:

Community First Bank	General Operating Cash	303,684.53
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>535,683.00</u>
	Total	\$ 1,039,309.53

Motion to approve the March treasurer’s report and pay the bills was made by Amanda Crider. ROLL CALL #2 was approved 5-0.

**DIRECTOR’S REPORT:** In addition to Bill’s written report, Bill informed the board that as a speaker for the Mt. Vernon Business Women’s Club, he shared with them the many things the library has available to the citizens of Jefferson County. In appreciation, the club made a \$100 donation to the library’s genealogy department.

**Staff Reports:** Hannah Story, Children’s Librarian, submitted a written report.

**REPORT OF OFFICERS:**

**President:** None

**Treasurer:** None

**STANDING COMMITTEES:**

**Finance Committee Report:** None

**Personnel Committee Report:** Personnel Committee met on March 25 to discuss a Merit Pay program and part-time employees’ pay schedule.

**Policy Committee Report:** None

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**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:**

Board members were reminded to complete their Open Meetings Act Training and give their certificate to Library Director Pixley before the end of April.

**NEW BUSINESS:**

Asst. Librarian Esther Curry shared a proposal from Stiles Office Solutions for a new and much improved printer/copier/fax/scanner at an installed cost of \$5,737.00. This equipment will replace a number of devices being currently used. This equipment upgrade would enable us to print our own copies of our newsletter for about half the cost. Ruthie Alexander made a motion to approve the purchase of the Copystar CS 3051 CI as presented. ROLL CALL #3 was approved 4-0.

Library Director Pixley presented a proposed Part Timer's salary schedule. The Personnel Committee chairman, Wendy Lupa made a motion to approve the new schedule as presented. ROLL CALL #4 was approved 4-0. The Personnel Committee tabled discussion regarding a Merit Pay Program.

The board tabled the bi-annual review of the Closed Session Minutes until the May board meeting.

Library Director Pixley requested approval to close the library at 3:00 on Friday, May 29 for a Staff Meeting. Approval was granted.

**ADJOURNMENT:** A motion to adjourn was made by Wendy Lupa at 8:00 pm. Motion carried.

Respectfully submitted by Ruthie Alexander, Secretary

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