

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT  
MINUTES – BOARD OF LIBRARY TRUSTEES  
MARCH 10, 2015**

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

**AUDIENCE TO VISITORS:** Pam Dodson

All board members present agreed to change the order of business so that Pam could go first. Pam Dodson explained the position of Project Manager for our Annex Project. The Project Manager is the coordinator who brings all the necessary architects, engineers and construction personnel together, gets all required construction permits, sends out the required bids, and is the go to person for all questions. Pam has extensive experience in this area and has the professional contacts needed to coordinate the completion of our Annex Project. Pam welcomed and answered all questions from our board members.

**SECRETARY’S REPORT:** Motion was made by Clyde Hall to approve the February 10, 2015 minutes. Motion carried.

**CORRESPONDENCE:** None

**TREASURER’S REPORT:** Balances were reported as follows for Feb. 28, 2015:

Community First Bank	General Operating Cash	352,625.70
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>535,683.00</u>
	Total	\$ 1,088,250.70

Motion to approve the February treasurer’s report and pay the bills was made by Amanda Crider. ROLL CALL #1 was approved 5-0.

**DIRECTOR’S REPORT:** Bill submitted written report.

**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:** None

**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

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**UNFINISHED BUSINESS:**

The VFW is voting on the sale of their building tonight.

Board members were reminded to complete their Statement of Economic Interest and return it to Library Director Pixley before the end of March.

The Personnel Committee still needs to schedule a meeting to discuss a Merit Pay Program and FY 2015-2016 personnel pay raises. The committee will meet on March 25 at 3:00 at the library.

**NEW BUSINESS:**

Ruthie Alexander stated that she is in favor of hiring a Project Manager for our Annex Project, as none of our board or staff members have the qualifications and the time to commit to completing this total project. Pam Dodson is experienced and she provided references. The fact that Pam is local means that she could be on site on a regular basis to supervise this project, without the need to bill us for travel time. The board understood what she told us and appreciated the fact that she came to our meeting to discuss the Project Manager's duties and responsibilities.

Asst. Librarian Esther Curry shared proposals from Lazerware Inc for computer/internet wiring and equipment for the library and the proposed annex that will comply with the new E-Rate funding guidelines. Jill Langrand made a motion to approve the Lazerware proposal to provide network hardware at a cost of \$8,293.27. ROLL CALL #2 was approved 5-0. Jill Langrand made a motion to approve the Lazerware proposal to make the external connections between the library and the proposed annex at a cost not to exceed \$19,800. ROLL CALL #3 was approved 5-0. Both of these proposals are contingent upon purchase of the annex building and upon E-Rate funding.

Asst. Librarian Esther Curry presented a quote from the RTI Group for a new Deep Scratch Repair Unit for our DVDs, CDs, CD-ROMs, Books on Disc, and Game Discs. Our existing disc cleaner is worn out, but has saved the library thousands of dollars by letting us remove scratches from our DVDs and CDs. The new equipment is quoted at \$5,820.00 less \$1,200.00 for the old RTI Smart Machine as a trade in, for a net price of \$4,620.00. Clyde Hall made a motion to approve the RTI Group quotation as presented. ROLL CALL #5 was approved 5-0.

Asst. Librarian Esther Curry explained the upcoming changes in internet service providers. Illinois Century Network is our current provider and Clear Wave will be our new provider.

**ADJOURNMENT:** A motion to adjourn was made by Amanda Crider at 8:10 pm. Motion carried.

Respectfully submitted by Ruthie Alexander, Secretary

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