

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
AUGUST 11, 2015**

President Clyde Hall called the board meeting to order at 7:00 pm. Present were 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: Melissa Burns, our new Children’s Librarian, shared with the board some of her plans and ideas for the Children’s Dept, including having some Wednesday evening children’s programming once a month per age level. She would also like to start a Juniors Reading Program.

SECRETARY’S REPORT: Motion was made by Clyde Hall to approve the July 14, 2015 minutes. Motion carried.

CORRESPONDENCE: None

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

Community First Bank	General Operating Cash	(69,882.61) **
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>535,683.00</u>
	Total	\$ 665,742.39

**Negative balance is because the Auditor’s fiscal year end adjusting entries, moving funds for the purchase of the Annex building from the Special Reserve Fund to the Operating Fund, had not yet been made.

Library Director Pixley requested that \$50,000 be moved from our savings account into our checking account.

Motion to approve the treasurer’s report, transfer \$50,000 into our checking account, and pay the July bills was made by Bob Metcalf. ROLL CALL #1 was approved 6-0.

DIRECTOR’S REPORT: Bill submitted a written report.

Staff Reports: Children’s Librarian, Melissa Burns 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: Clyde Hall shared an idea to put pictures on our face book page of library patrons reading at the library. Wendy Lupa suggested we consider sending each new baby born in Jefferson County a book and information regarding our library services and how to get a library card.

Lisa Turner has volunteered to head up our Library Annex Fund Raiser. She will be working with Clyde Hall.

REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM: Due to the State of Illinois financial issues, money is very tight.

REPORT FROM THE SHAKESPEARE FOUNDATION: None

LIBRARY ANNEX: Rhutasel and Associates Inc. evaluated the structural integrity of the former VFW building and issued a report. They did not find any significant structural problems, although they did recommend we complete the tuck pointing and the other maintenance items listed in the Homann Inspection

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Report from 2014. They stated the structural integrity of the west wall should be further investigated, as remodeling and masonry repairs are made. They also suggested removing the dropped ceiling and the HVAC in the attic and on the roof to relieve extra dead load from the trusses. They recommended steel or wood framing be added from floor to roof line and horizontally for any windows added in the north and south walls. Library Director Pixley will have Bernard, our maintenance man, clean out the interior of the Annex Bldg. Although Renee Jenkins was unable to attend the meeting, she emailed her thoughts and concerns, regarding the Annex building report, to each board member.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Board Members Wendy Lupa and Clyde Hall reviewed the FY 2014-2105 board minutes. All minutes were complete and accurate.

ADJOURNMENT: A motion to adjourn was made by Clyde Hall at 8:15 pm. Motion carried.

Respectfully submitted by Ruthie Alexander, Secretary
