

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
DECEMBER 8, 2015**

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

AUDIENCE TO VISITORS: Mary Ellen Bechtel, Interim City Manager, discussed the New Enterprise Zone.

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

CORRESPONDENCE: State Representative Terri Bryant sent the library a letter detailing reforms to the Illinois Unemployment Insurance Act.

Interim City Manager, Mary Ellen Bechtel, sent a letter to tell us the Downtown TIF District will meet Friday, December 18 at 3:00 at City Hall to review the annual report for the District for FY ending 2015.

Community First Bank of the Heartland sent us a letter to inform the library that the bank will no longer review all check activity to confirm that two signatures were on all checks/debits. The board discussed how the library staff can check the signatures themselves and therefore continue the practice of having two signatures on all checks/debits.

TREASURER’S REPORT: Balances were reported as follows for Nov. 30, 2015:

Community First Bank	General Operating Cash	0.00
	Working Cash Fund	13,873.50
	Special Reserve Fund	<u>461,062.00</u>
	Total	\$ 474,935.50

The library received another tax distribution, after Nov. 30, for \$306,000.

Motion to approve the treasurer’s report and pay the November bills was made by Clyde Hall. ROLL CALL #1 was approved 4-0.

DIRECTOR’S REPORT: In addition to Bill’s written report, Bill informed the board that Architect for the Annex will attend our February board meeting to discuss the pros and cons regarding renovation vs new construction.

Staff Reports: Children’s Librarian, Melissa Burns submitted a written report for November.

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 informed the board that the “Caught Read Handed” photo activity on FaceBook was well received by existing Library FaceBook followers, but it did not generate the interest of many new FaceBook followers.

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
DECEMBER 8, 2015**

REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM: The System has received no good news yet, regarding funding approved by the State of Illinois. They continue looking for ways to save money.
REPORT FROM THE SHAKESPEARE FOUNDATION: Their 2015 fund drive letter was mailed last week.

LIBRARY ANNEX: Randy Winn provided a suggested plan for the Capital Fund Drive. He also submitted a proposal to "run" our fund drive, from initiation to completion, at a cost not to exceed \$5,000. We will vote on this proposal at our January board meeting.

Pam Dodson shared with the board the architect's cost estimate to provide a schematic design floor plan, a site plan, one elevation design and a project budget for:

- 1) renovation of the existing building for the Annex and
- 2) new construction for the Annex at a cost of \$17,950, and
- 3) asbestos sampling and testing required for either renovation or new construction, at a cost of \$2,250.

Clyde Hall made a motion to accept the cost estimate of \$20,200, as presented by Mark Dillon, President of Eggemeyer Associates Architects, Inc. ROLL CALL #2 was approved 4-0.

The board accepted the architect's estimated costs and requested they proceed and submit billings to the library. The "Pro and Con" analysis, of renovations vs new construction, will be presented at the February board meeting.

UNFINISHED BUSINESS: The board held the second reading of Budget Ordinance 2015-05. Clyde Hall made a motion to approve Budget Ordinance 2015-05 as presented. ROLL CALL #2 was approved 4-0.

The board held the second reading of Levy Ordinance 2015-04. Clyde Hall made a motion to approve Levy Ordinance 2015-04 as presented. ROLL CALL #3 was approved 4-0.

NEW BUSINESS:

The board reviewed the Annual Report of Receipts and Disbursements for FY ending June 30, 2015. Clyde Hall made a motion to approve said report as presented. Motion was approved 4-0.

Clyde Hall made a motion to allow the President to approve payment of bills should a quorum not be present at a board meeting, with said bills being reviewed at the next regular board meeting. The motion is to be effective for calendar year 2016 only. ROLL CALL #5 was approved 4-0.

Library Director Pixley discussed the Personnel Policy changes that are needed to address time and a half payment for hours worked over 40 per week.

The board reviewed Chapter 5 Technology in "Serving our Public 2.0 Standards for Illinois Library". The board reviewed and commented on a variety of items requested for the Per capita grant

Amanda Crider made a motion to approve the Resolution in favor of the Enterprise Zone as presented. ROLL CALL #6 was approved 4-0.

Library Director Pixley shared that the library staff members will enjoy a holiday dinner together at Ryan's on December 11. Staff members and children will all receive gifts. Some board members contributed to this event.

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
DECEMBER 8, 2015**

ADJOURNMENT: A motion to adjourn was made by Ruthie Alexander at 8:10 pm. Motion carried.

Respectfully submitted by Ruthie Alexander, Secretary
