

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
JULY 14, 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: None

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

CORRESPONDENCE: None

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

Community First Bank	General Operating Cash	12,248.60
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>535,683.00</u>
	Total	\$ 747,873.60

Motion to approve the treasurer’s report and pay the May bills was made by Wendy Lupa. ROLL CALL #1 was approved 6-0.

DIRECTOR’S REPORT: In addition to Bill’s written report, Bill informed the board that 195 kids signed up for Summer Reading this year, our new internet service is 50 times faster than the old T-1 lines, and we have an updated website at MTVBREHM.ORG.

Staff Reports: Hannah Story and Melissa Burns submitted reports for May and June.

REPORT OF OFFICERS:

President: None

Treasurer: None

STANDING COMMITTEES:

Finance Committee Report: The committee met on July 1 at 4:30.

Personnel Committee Report: None

Policy Committee Report: None

Building and Grounds Committee Report: The committee met on July 1 at 4:30. Library Director Pixley informed the board that a tree next to our neighbor’s retaining wall is putting stress on the wall and may need to be removed. The neighbor has built a ramp from our parking lot into their back yard and painted it yellow to draw attention to their desired entrance to their dog salon. Library Director Pixley has informed the neighbor and business owner that their business patrons are not to use the library parking lot. Library Director Pixley informed the board that he may put a “No parking during library hours” sign where their ramp is.

Community Relations Committee Report: Clyde Hall said that Kendra Peterson of King City Books will help us to promote reading, the library, and her book store during the Fall Festival.

REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM: None

REPORT FROM THE SHAKESPEARE FOUNDATION: None

LIBRARY ANNEX: The Building and Grounds Committee agreed that they would like to get a second opinion regarding the structural integrity of the former VFW building. Library Director Pixley presented a Letter of Agreement for Professional Engineering Services by Rhutasel and Associates Inc. to evaluate the

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structural integrity of the former VFW building at a cost not to exceed \$3,000. Wendy Lupa made a motion to approve the proposal as presented. ROLL CALL #2 was approved 6-0.

The Finance Committee discussed possible funding options during their meeting on July 1: initiate a Capital Fund Drive, apply for grants, and consider getting a loan through local banks. Library Director Pixley mentioned that completed plans for the Annex would be required for any grant applications.

UNFINISHED BUSINESS: The 2015-2016 Board Committees will be as follows:

Finance Committee – Bob Metcalf, Chair; Ruthie Alexander; Wendy Lupa

Personnel Committee – Wendy Lupa, Chair; Renee Jenkins; Jill Langrand

Policy Committee – Wendy Lupa, Chair; Amanda Crider; Renee Jenkins

Building and Grounds Committee – Bob Metcalf, Chair; Ruthie Alexander; Jill Langrand

Community Relations Committee – Clyde Hall, Chair; Amanda Crider; Bob Metcalf Community members may serve on this committee as well.

NEW BUSINESS:

Library Director Pixley presented the third draft of the FY 2015-2016 Working Budget. Clyde Hall made a motion to approve the Working Budget as presented. ROLL CALL #3 was approved 6-0.

Library Director Pixley requested approval to close the library early, as needed, in order to hold a staff meeting. The board gave their approval.

The board discussed the need to write a new long range plan. The Library Annex is currently our only action item.

Library Director Pixley proposed some changes to The Initial Ninety Day Period Policy. Wendy Lupa made a motion to approve the proposed changes as revised. ROLL CALL #4 was approved 6-0.

Library Director Pixley and Assistant Librarian Esther Curry excused themselves from the meeting at 8:15.

Wendy Lupa proposed a salary increase of \$2,000 for Library Director Pixley for FY 2015-2016. ROLL CALL #5 was approved 6-0. This increase is retroactive to July 1, 2015.

Library Director Pixley and Assistant Librarian Esther Curry rejoined the meeting at 8:30.

ADJOURNMENT: A motion to adjourn was made by Clyde Hall at 8:30 pm. Motion carried.

Respectfully submitted by Ruthie Alexander, Secretary
