

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

Board members Ruthie Alexander, Amanda Crider, Clyde Hall, Library Director Bill Pixley, and Asst. Librarian Esther Curry were present at 6:30 to answer budget questions from the public. No visitors came.

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

AUDIENCE TO VISITORS: Randy Winn was present to talk about our proposed Capital Fund Drive for the Library Annex.

SECRETARY’S REPORT: Motion was made by Clyde Hall to approve the October 13, 2015 minutes. Motion carried.

CORRESPONDENCE:

Mt. Vernon Outland Airport has requested a tax exemption for a hanger owned by the airport. A thank you note was received from a resident at Green Tree complimenting the library for bringing books to their facility.

TREASURER’S REPORT: Balances were reported as follows for Nov. 10, 2015:

Community First Bank	General Operating Cash	0.00
	Working Cash Fund	63,899.76
	Special Reserve Fund	<u>461,062.00</u>
	Total	\$ 524,961.76

Motion to approve the treasurer’s report and pay the October bills was made by Renee Jenkins. ROLL CALL #1 was approved 6-0.

DIRECTOR’S REPORT: In addition to Bill’s written report, Bill informed the board that the Personnel Committee will meet before the next board meeting and address job classifications/levels.

Staff Reports: Children’s Librarian, Melissa Burns submitted written reports for September and October.

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: Minutes from the October 21 meeting were shared with the board. Clyde Hall talked about the discussions held during the October 21 meeting. The library’s booth at the Mt. Vernon Fall Festival was a huge success. Donated children’s books were given out as game prizes and 249 kids were present during the 38 story times that weekend. Volunteers helped and several wore costumes to add to the fun.

REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM: Congratulations were given to Clyde Hall for being elected as a Public Library Trustee Representative to the IHLS Board of Trustees.

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

REPORT FROM THE SHAKESPEARE FOUNDATION: The foundation voted to donate \$7,500 to the Library Annex Fund this year. Also, their 2015 fund drive letter will be mailed in December.

LIBRARY ANNEX: Randy Winn talked to the board about Capital Fund Drives and presented his ideas and suggestions for our Annex Fund Drive. He stated that he is willing to help us with our fund drive from initiation to completion. He explained that we need to have a clear, concise, and compelling project proposal to present to prospective donors. We will need a strong campaign committee of nine to fifteen members that can include strong community members to help promote the fund drive. He suggested that the campaign take 16 – 20 weeks and that pledges be spread over one to three years. He also suggested we put together a booklet giving information about the history and offerings of our library, the need for additional space, and the use and benefits of the proposed Library Annex. He stated that typically ½ to 2/3 of the funds are raised in the first year, about 1/3 in the second year, and a small amount is raised in the third year.

The board discussed the possibility of donations being tax exempt for our donors. Library Director Pixley will check with Illinois Library Attorney Phil Lenzini to see how we can accomplish this.

The board discussed having architectural plans completed to assist with the Capital Fund Drive and for possible grant opportunities. The board is interested in knowing more regarding the advantages and disadvantages of renovating the existing building versus constructing a new building for our Annex. Library Director Pixley will contact Pam Dodson to see if she can facilitate getting the architect and builder to attend one of our board meetings.

UNFINISHED BUSINESS: The board held the second reading of Budget Ordinance 2015-03. Clyde Hall made a motion to approve Budget Ordinance 2015-03 as presented. ROLL CALL #2 was approved 6-0.

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 6-0.

NEW BUSINESS:

Library Director Pixley requested board approval to close the library at 5:00 pm on the Wednesday before Thanksgiving. The library historically has very few patrons that evening. Clyde Hall made a motion to approve closing at 5:00 pm on November 25, 2015. ROLL CALL #4 was approved 6-0.

The board held first reading of the 2016 Library Board Meetings Ordinance 2015-05.

The board held first reading of the 2016 Library Closing Dates.

In 2016, Christmas Eve and New Year's Eve will fall on Saturday and Christmas and New Year's Day fall on Sunday. Typically our full-time staff members are off the day before Christmas and Christmas Day, and New Year's Eve and New Year's Day. Library Director Pixley requested board approval for full-time staff to have off the Friday before Christmas and New Year's, as well as another day of their choice earlier in December, 2016. The board approved this request.

ADJOURNMENT: A motion to adjourn was made by Renee Jenkins at 8:07 pm. Motion carried.

Respectfully submitted by Ruthie Alexander, Secretary
