

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
OCTOBER 13, 2015**

President Clyde Hall called the board meeting to order at 7:00 pm. Present were Ruthie Alexander, Amanda Crider, Clyde Hall, Renee Jenkins, 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 Clyde Hall to approve the September 8, 2015 minutes. Motion carried.

CORRESPONDENCE: Jane Henderson’s obituary listed CE Brehm Memorial Public Library as one of her chosen memorial donation recipients.

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

Community First Bank	General Operating Cash	(149,024.50) **
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>461,062.00</u>
	Total	\$ 511,979.50

**Negative balance is because no tax distribution has been made by the county, as the tax bills were mailed late this year, with the first tax payment due on November 19. Additionally, the Per Capita Grant is normally paid this time of year, but payment is also delayed.

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

Motion to approve the treasurer’s report and pay the September bills was made by Bob Metcalf. ROLL CALL #1 was approved 5-0.

DIRECTOR’S REPORT: In addition to Bill’s written report, Bill informed the board that an individual called to complain about the amount of taxes he has to pay for the library.

Bill suggested the Personnel Committee set a date to meet and address job classifications/levels.

Staff Reports: Asst Director Esther Curry informed the board that she had spoken to Dr. Kaushel, a local pediatrician, about the library’s wish to give each newborn baby a book and library information. Dr. Kaushel is willing to participate. It was noted that there are only four pediatric doctors in Mt. Vernon and we may want to also include the quick care centers.

REPORT OF OFFICERS:

President: Clyde informed the board that he is being nominated to serve on the board of Illinois Heartland Library System. Clyde also shared a list of library webinars that are available online. Should anyone complete any of these or any other library training, please send your training certificates to Bill Pixley.

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 Sept. 11 meeting were shared with the board.

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REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM: The system believes it has enough funding to provide services for one year.

REPORT FROM THE SHAKESPEARE FOUNDATION: None

LIBRARY ANNEX: The board reviewed Pam Dodson's Project Manager Proposal that was presented to the board last June. Periodic billings may be submitted, as services are provided, with the total billing not to exceed \$16,000. Ruthie Alexander made a motion to approve said Proposal as presented. Renee Jenkins seconded the motion. ROLL CALL #2 was approved 3-1. Bob Metcalf voted no and Clyde Hall abstained.

Bill and Esther shared their ideas regarding use of space in the Annex.

UNFINISHED BUSINESS: Library Director Pixley shared with the board the FY2016-2017 requirements for the Per Capita Grant application. Board member Clyde Hall agreed to assist Bill with the Edge Assessment, and Finance Committee members will help with financial questions, if needed.

NEW BUSINESS:

The FY 2014-2015 Audit Report, as presented by Emling & Hoffman, PC, was distributed to the board. The audit states that the financial statements present fairly, in all material aspects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information, and the respective changes in financial position, in accordance with generally accepted accounting principles in the USA. There were two findings noted. The first is related to limited segregation of duties over cash receipts and disbursements, receiving and purchasing, and recording and reconciliation of the bank accounts. Library Director Pixley will address possible ways to reassign some duties and thereby strengthen the library's separation of duties. The second addresses the fact that the library does not have a trained individual on staff to draft financial statements and see that all material adjusting entries are properly posted prior to the audit. The library will continue to request the auditor to prepare the financial statements and footnote disclosures. Renee Jenkins made a motion to accept the FY 2014-2015 Audit Report as presented. ROLL CALL #3 was approved 5-0.

The board held first reading of the Budget Ordinance 2015-03.

The board held first reading of the Levy Ordinance 2015-04.

Library Director Pixley has asked a variety of individuals, who live outside of the city limits, how good their internet service is. This information will be helpful as the library promotes ebooks.

ADJOURNMENT: A motion to adjourn was made by Clyde Hall at 8:45 pm. Motion carried.

Respectfully submitted by Ruthie Alexander, Secretary
