

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

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, 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 Wendy Lupa to approve the August 11, 2015 minutes. Motion carried.

CORRESPONDENCE: We received a memorial contribution honoring Louise Smith. We also received a Statement of Interagency Cooperation between Heartland Human Services and our library to continue providing space and notices of meeting and activities for the HHS.

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

Community First Bank	General Operating Cash	(140,071.96) **
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>535,683.00</u>
	Total	\$ 595,553.04

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

Motion to approve the treasurer’s report and pay the August bills was made by Jill Langrand. ROLL CALL #1 was approved 7-0.

DIRECTOR’S REPORT: In addition to Bill’s written report, Bill informed the board that the last week of September is Banned Book Week. The library will have a display set up on the 2nd floor landing.

Staff Reports: Children’s Librarian, Melissa Burns submitted a written report. She is initiating a family reading night on September 19, titled Curiosity Day, with Curious George in attendance, compliments of King City Book Store. September 23 she will be having a program to teach students how to use the library for research projects. She is organizing a new book club for 6th – 8th graders; their first meeting will be on September 30th. The board wishes her success with these new programs.

REPORT OF OFFICERS:

President: Clyde suggested we look into hosting an employment program for the unemployed in our service area, to help them build skills for interviews.

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: A meeting is scheduled for 4:00 pm on Sept. 11 to brainstorm and share ideas to promote the library. Amanda Crider is having some difficulty with SSM Healthcare, regarding our wish to give a book and library information to each baby born at the hospital. Wendy Lupa suggested she speak with Dr Kaushel, who is in the Pediatric Dept. at SSM for assistance. Esther Curry said she would contact Dr Kaushel next week.

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REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM: The system is experiencing computer access limitations, primarily due to increased school usage. We will be looking for some back up during these peak usage times.

REPORT FROM THE SHAKESPEARE FOUNDATION: None

LIBRARY ANNEX: Clyde Hall is having difficulty getting Lisa Turner to set a meeting date to discuss fundraising for the Annex project. Wendy Lupa will contact Lisa and hopefully get a meeting scheduled.

A dumpster will be delivered to the Annex next week. This will help Bernard get the interior cleaned up.

Kevin Gatewood – City Building Inspector, Mark Harris – City Fire Inspector, and Aaron Shook – Fire Dept Lieutenant walked through the Annex building and gave us their suggestions. The City Building Inspector said our next step should be to draw up the floor plans, with specified emergency lighting, emergency exits, and fire protection system. These architectural plans should be submitted to the city for building permits.

Clyde Hall made a motion to approve the payment of Annex expenses from the Special Reserve Fund. ROLL CALL #2 was approved 7-0.

UNFINISHED BUSINESS: None

NEW BUSINESS:

The board discussed the problem of people who are not library patrons parking in the library's parking lot during business hours.

The Library Closing dates for 2015 unintentionally omitted the day after Thanksgiving. Wendy Lupa made a motion to add the day after Thanksgiving to the 2015 Library Closing Dates. Motion was approved.

Library Director Pixley presented the library's Annual Report for review and approval. Amanda Crider made a motion to approve the Annual Report as presented. Motion was approved.

Library Director Pixley shared with the board the Illinet Interlibrary Loan and Reciprocal Borrowing Statistical Survey for FY 2014-2015, as submitted.

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

Respectfully submitted by Ruthie Alexander, Secretary
