

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
FEBRUARY 9, 2016**

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: Pam Dodson, Annex Project Manager; Mark Dillon, Pres. Eggemeyer Associates Architects, Inc; and Andy McMillen, Building Contractor presented two Annex proposals – Renovation of the existing building and New Construction. They shared the advantages and disadvantages of each and the known and unknown issues of each. It was an excellent presentation and they answered questions presented by the board members present. Mark Dillon closed his presentation with an interesting bit of information. He stated that our 1980's additions were constructed at a cost of approximately \$600,000 which would be valued at \$1,725,000 at today's costs. The Annex team left the meeting after answering questions.

SECRETARY'S REPORT: Motion was made by Amanda Crider to approve the January 12, 2016 minutes. Motion carried.

CORRESPONDENCE: The Jefferson County Board of Review notified us that Walgreens Distribution Center has appealed their property taxes.

TREASURER'S REPORT: Balances were reported as follows for January 31, 2015:

Community First Bank	General Operating Cash	266,110.82
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>461,062.00</u>
	Total	\$ 927,114.82

The board decided to transfer \$250,000 from checking to savings.

Motion to approve the treasurer's report and pay the January bills was made by Clyde Hall.

ROLL CALL #1 was approved 6-0.

DIRECTOR'S REPORT: In addition to Bill's written report, Bill reminded the board that it is time for the Trustees to renew their FOIA Training. Please give Bill your Certificate of Completion.

He also reminded the Personnel Committee that they need to schedule a meeting.

Staff Reports: Children's Librarian, Melissa Burns submitted a written report for January.

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: None

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REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM: Their financial status is somewhat improved. They feel their funding will cover all of 2016 and into 2017.

REPORT FROM THE SHAKESPEARE FOUNDATION: None

LIBRARY ANNEX: Library Director Pixley called Board Member Wendy Lupa and put her on speakerphone as the board discussed the Annex proposals. Every board member participated in the open discussion. No action was taken.

UNFINISHED BUSINESS: During our November board meeting, Randy Winn presented a plan and proposal to run our Annex Fund Drive from initiation to completions at a cost not to exceed \$5,000. Renee Jenkins made a motion to approve said proposal as presented. ROLL CALL #2 was approved 6-0.

The Mt. Vernon Fall Festival has been scheduled for Saturday and Sunday, October 1-2, 2016. Clyde Hall made a motion to add these dates to the library's closed schedule. Motion was approved 6-0.

NEW BUSINESS:

The library's annual audit contract with Emling and Hoffman has expired. They have presented a three year proposal for \$5,500 each year. This is a \$400 increase. Amanda Crider made a motion to approve the Emling and Hoffman proposal as presented. ROLL CALL #3 was approved 6-0.

Library Director Pixley has received one quote to replace the roof. This project will require bids. Amanda Crider made a motion to hire an architect to draw up bid documents for the roof replacement. Motion was approved.

ADJOURNMENT: A motion to adjourn was made by Clyde Hall at 9:00 pm. Motion carried.

Respectfully submitted by Ruthie Alexander, Secretary
