

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
JUNE 14, 2016**

President Clyde Hall called the board meeting to order at 7:05 pm. Present were Ruthie Alexander, Amanda Crider, Clyde Hall, Jill Langrand, Library Director Bill Pixley, and Asst. Library Director Esther Curry. The necessary quorum was present.

AUDIENCE TO VISITORS: Pam Dodson, our Annex Project Manager, and Randy Winn, member of the Annex Development Group, were present.

SECRETARY’S REPORT: Motion was made by Amanda Crider to approve the May 10, 2016 minutes. Motion carried.

CORRESPONDENCE: None

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

Community First Bank	General Operating Cash	140,195.47
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>461,062.00</u>
	Total	\$ 801,199.47

Motion to approve the treasurer’s report and pay the May bills was made by Clyde Hall. ROLL CALL #1 was approved 4-0.

DIRECTOR’S REPORT: In addition to Bill’s written report, Bill informed the board that he will attend his first Mt. Vernon Tourism Advisory Board meeting next week.

Staff Reports: Children’s Librarian, Melissa Burns submitted a written report for May.

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

REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM: The system had additional layoffs, cutting services to the bone. Any additional cuts may require the system to shut down until such time that funds are available again to reopen.

REPORT FROM THE SHAKESPEARE FOUNDATION: None

LIBRARY ANNEX: The Annex Development Group met May 13 at 7:00 am, May 20 at 7:00 am, May 27 at 7:00 am, and June 3 at 7:00 am.

Progress has been made on the Library Annex brochure for fundraising. Randy Winn shared the latest draft of the brochure with the board.

Additional names continue to be added to our contacts list and to the endorsements list.

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The fundraising brochure will be used as an outline for the presentation to be made at the group meetings. Group meeting hosts/hostesses still need to be identified.

A variety of names were discussed as our possible fundraising chairman.

Esther shared the ILA's guidelines for library building and collection size, based on service population.

Bob Metcalf joined the board meeting at 7:35 pm.

The order of business was changed to allow Pam Dodson to present the drawings of the proposed Annex building exterior. Pam discussed the exterior plans and explained how and why many of the decisions were made. The plans were well thought out, compliment the library's existing building, are maintenance free, and will be within our budget.

UNFINISHED BUSINESS:

Second reading of the Building Levy Ordinance 2016-02 was held by the Board of Directors. Clyde Hall made a motion to approve the Building Levy Ordinance 2016-02 as presented. ROLL CALL #2 was approved 5-0.

NEW BUSINESS: Library Director Pixley presented the Technology Plan for FY 2016-2019. Amanda Crider made a motion to approve the Technology Plan as presented. ROLL CALL #3 was approved 5-0.

The board discussed non-resident cards. Our actual formula cost for a non-resident card is \$52.86. We have charged \$100 for a non-resident card for several years. Clyde Hall made a motion to charge \$100 for a non-resident card for FY 2016-2017. ROLL CALL #4 was approved 5-0.

First draft of the FY 2016-2017 Budget was distributed for review.

The Personnel Committee presented a proposed FY 2016-2017 employee salary schedule for full-time staff and part-time staff. Amanda Crider made a motion to approve the salary schedule as presented. ROLL CALL #5 was approved 5-0.

The Personnel Committee also presented a proposed one-time bonus for one full-time staff member who has been at the top of her salary schedule for five years. Ruthie Alexander made a motion to approve the one-time bonus of \$500. ROLL CALL #6 was approved 5-0.

Asst. Library Director Curry presented a proposal from Stiles Office Solutions to purchase a used copier/scanner for the second floor public area, at a cost not to exceed \$2,550.00. Their annual service contract is \$630.00; this will cover 30,000 b/w pages and 6,000 color pages. Clyde Hall made a motion to approve the copier/scanner purchase and service contract as presented. ROLL CALL #7 was approved 5-0.

First reading of the Prevailing Wage Ordinance 2016-01 was tabled until the next meeting.

Library Director Pixley and Asst Library Director Curry left the meeting at 8:40 pm. The board discussed Library Director Pixley's salary.

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Library Director Pixley and Asst Library Director Curry rejoined the meeting at 8:50 pm.

A motion was made by Amanda Crider to approve an annual salary increase for Library Director Pixley, bringing his annual salary to \$66,400. ROLL CALL #8 was approved 5-0.

ADJOURNMENT: A motion to adjourn was made by Clyde Hall at 8:55 pm. Motion carried.

Respectfully submitted by Ruthie Alexander, Secretary
