

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
DECEMBER 13, 2016**

Library Director Pixley and his wife Sharon provided a nice variety of holiday snacks and gifts prior to the meeting, which the board members enjoyed.

President Clyde Hall called the board meeting to order at 7:20 pm. Present were Ruthie Alexander, Clyde Hall, Renee Jenkins, Jill Langrand, Bob Metcalf, Library Director Bill Pixley, and Asst. Library Director Esther Curry. The necessary quorum was present.

AUDIENCE TO VISITORS: Donald Irvin sat in on the meeting for a short time.

SECRETARY’S REPORT: Motion was made by Clyde Hall to approve the November 8, 2016 minutes. Motion carried.

CORRESPONDENCE: None.

TREASURER’S REPORT: Balances were reported as follows for November 30, 2016:

Community First Bank	General Operating Cash	226,040.63
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>477,119.00</u>
	Total	\$ 903,101.63

The recent tax distribution has raised our balance in the General Operating Cash fund. It was decided that \$200,000 should be transferred from our checking account to our savings account. Motion to approve the treasurer’s report and pay the November bills was made by Renee Jenkins. ROLL CALL #1 was approved 5-0.

DIRECTOR’S REPORT: Bill submitted a written report.

Asst. Library Director Curry informed the board that the ILA Library Legislative Luncheon will be held at the Mt. Vernon Holiday Inn on February 27, 2017.

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

REPORT OF OFFICERS:

President: None

Treasurer: None

STANDING COMMITTEES:

Finance Committee Report: None

Personnel Committee Report: None

Policy Committee Report: The committee met on November 29 and drafted changes for our Sick Leave Policy, Travel and Conference Policy, Overtime Policy, and Circulation – Fees and Fines Policy.

Building and Grounds Committee Report: None

Community Relations Committee Report: None

REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM: None

REPORT FROM THE SHAKESPEARE FOUNDATION: Their annual fund drive letters were mailed in December.

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LIBRARY ANNEX: The Annex Development Group met on November 11 at 7:00 am. The December 9 meeting was cancelled. Their next meeting will be Friday, January 13 at 7:00 am.

UNFINISHED BUSINESS:

The new roof has been completed and a bill has been presented by D.E. Martin Roofing Company, in accordance with their quote. Pam Dodson inspected their work and stated it was excellent workmanship and a very professional job. They also submitted their Workmanship Warranty along with the Certain Teed Limited Warranty on the shingles. Clyde Hall made a motion to approve the invoice as presented. ROLL CALL #2 was approved 5-0.

NEW BUSINESS:

The FY 2015-2016 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 internal control deficiencies noted in the audit. These were considered to be significant, but not material weaknesses. The audit recommended additional segregation/rotation of financial duties. The Library Director will review our staffing arrangements, assignment of duties and employee bonding. The audit also noted that the library does not have a qualified individual who can draft the Library District's financial statements and footnotes in accordance with accounting principles generally accepted in the United States. The library requested the auditor continue to prepare the financial statements and footnote disclosures. Clyde Hall made a motion to accept the FY 2015-2016 Audit Report as presented. ROLL CALL #3 was approved 5-0.

The Annual Report of Receipts and Disbursements was shared with the board. Ruthie Alexander made a motion to accept the Annual Report of Receipts and Disbursements as presented. ROLL CALL #4 was approved 5-0.

Renee Jenkins made a motion to allow the President to approve payment of bills, should a quorum not be present at a board meeting, with said bills being reviewed at the next regular board meeting. The motion is to be effective for calendar year 2017 only. ROLL CALL #5 was approved 5-0.

Library Director Pixley shared the Illinois Public Library Per Capita and Equalization Aid Grant Application with the board.

The Policy Committee proposed changes to our Sick Leave Policy, Travel and Conference Policy, Overtime Policy, and Circulation – Fees and Fines Policy.

Clyde Hall made a motion to approve the proposed changes to the Sick Leave Policy as presented. ROLL CALL #6 was approved 5-0.

Clyde Hall made a motion to approve the proposed changes to the Travel and Conference Policy as presented. ROLL CALL #7 was approved 5-0.

Renee Jenkins made a motion to approve the proposed changes to the Circulation – Fees and Fines Policy as presented. ROLL CALL #8 was approved 5-0.

The proposed changes to the Overtime Policy were tabled and may be presented again at a later date.

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Library Director Pixley discussed keeping the library open on New Year’s Eve for an adult NYE gaming program. This event has been very well attended. There was no opposition to keeping the library open for the event.

ADJOURNMENT: A motion to adjourn was made by Clyde Hall at 7:55 pm. Motion carried.
