

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
NOVEMBER 8, 2016**

Members of the board were present at 6:30 to address any budget questions presented by the public. No members of the public attended.

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. Library Director Esther Curry. The necessary quorum was present.

AUDIENCE TO VISITORS: None

SECRETARY’S REPORT: Motion was made by Wendy Lupa to approve the October 11, 2016 minutes. Motion carried.

CORRESPONDENCE: The library received a letter from a patron requesting more than one renewal for adult nonfiction books.

TREASURER’S REPORT: Balances were reported as follows for October 31, 2016:

Community First Bank	General Operating Cash	92,203.95
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>461,062.00</u>
	Total	\$ 753,207.95

Motion to approve the treasurer’s report and pay the October bills was made by Amanda Crider. ROLL CALL #1 was approved 7-0.

DIRECTOR’S REPORT: In addition to Bill’s written report, Bill informed the board that about 700 kids attended our “Books for Treats” event this year. The books were purchased with funds donated by local businesses and individuals. Bill attended the Bluford Village Board Meeting to promote E books. Their referendum was mentioned and Bill remarked about how many Bluford residents currently have library cards and that their school also uses the library’s resources.

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

REPORT OF OFFICERS:

President: Clyde presented an overview of current regional library taxation issues that were discussed at the Heartland Library System board meeting. He also presented the possibility of discontinuing our Sunday hours. The other board members discussed the problems this would create.

Treasurer: None

STANDING COMMITTEES:

Finance Committee Report: None

Personnel Committee Report: None

Policy Committee Report: A meeting is scheduled for November 29 at 9:00 am at the library.

Building and Grounds Committee Report: None

Community Relations Committee Report: None

REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM: None

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REPORT FROM THE SHAKESPEARE FOUNDATION: The foundation board voted to distribute \$11,000 to the library this year to be used for library materials. Their annual fund drive letters will be mailed in December.

LIBRARY ANNEX: The Annex Development Group met on October 14 at 7:00 am. Their next meeting will be Friday, November 11 at 7:00 am.

UNFINISHED BUSINESS:

The board held second reading of Budget Ordinance 2016-03. Amanda Crider made a motion to approve the Budget Ordinance 2016-03 as presented. ROLL CALL #2 was approved 7-0.

The Closing Dates for 2017 were amended due to the recently announced dates for the 2017 Mt. Vernon Fall Festival. The library will be closed on September 30 – October 1, instead of October 7-8. Wendy Lupa made a motion to approve the amended 2017 Library Closing Dates. Motion was approved 7-0.

NEW BUSINESS:

The board reviewed the Levy Ordinance 2016-04. Renee Jenkins made a motion to waive the second reading requirement. ROLL CALL #3 was approved 7-0. Clyde Hall made a motion to approve the Levy Ordinance 2016-04 as presented. ROLL CALL #4 was approved 7-0.

The Library Board Meeting Ordinance 2016-05 was presented for calendar 2017. Clyde Hall made a motion to approve Ordinance 2016-05 as presented. ROLL CALL #5 was approved 7-0.

Christmas Eve, which is a paid holiday for full time staff, will fall on a Sunday in 2017. Director Pixley proposed that full time staff members take off Friday, December 22, 2017 to replace their December 24 holiday. Wendy Lupa made a motion to approve the holiday hours' substitution as presented. Motion was approved 7-0. Director Pixley also mentioned that New Years Eve 2017 will fall on a Sunday. The library is regularly open four hours on a Sunday. He suggested the library close on New Years Eve 2017. Wendy Lupa made a motion to approve closing on NYE 2017. Motion was approved 7-0.

The credit card issued to Library Director Pixley for library use currently has a \$1,000 limit. Library Director Pixley suggested increasing the limit to \$1,500, which matches his spending authority. Clyde Hall made a motion to approve increasing the card limit to \$1,500. ROLL CALL #6 was approved 7-0.

Library Director Pixley would like to extend our library hours on Saturdays to 5:00 pm. It is expected that our patrons will appreciate this and it will simplify our closing hours to closing at 5:00 three days a week and at 8:00 the remaining days. Ruthie Alexander made a motion to approve closing at 5:00 on Saturdays, effective January 1, 2017. ROLL CALL #7 was approved 7-0.

The State of Illinois Inter Library Loan report was shared with the board.

The board reviewed Serving Our Public: Standards for Illinois Public Libraries, Chapter 6 Programming, which discussed specific applicable core standards required by the ILA.

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Library Director Pixley acknowledged that a large number of our non-fiction histories and biographies are very large and can be difficult to finish in four weeks (one checkout plus one renewal). He suggested allowing a second renewal for all adult nonfiction books. Bob Metcalf made a motion to approve this second renewal as presented. Motion was approved 7-0.

ADJOURNMENT: A motion to adjourn was made by Ruthie Alexander at 8:05 pm. Motion carried.
