

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
AUGUST 8, 2017**

President Ruthie Alexander called the board meeting to order at 7:02 PM. Present were Ruthie Alexander, Wayne Asberry, Amanda Crider, Clyde Hall, Bob Metcalf, Sharon Yearwood, Library Director Bill Pixley, and Asst. Library Director Esther Curry. Absent was Renee Jenkins. The necessary quorum was present.

AUDIENCE TO VISITORS: None

SECRETARY’S REPORT: Motion was made by Wayne Asberry to approve the July 11, 2017 minutes. Motion carried.

CORRESPONDENCE: None

TREASURER’S REPORT: Balances were reported as follows for July 31, 2017:

Community First Bank	General Operating Cash	25,000.00
	Working Cash Fund	28,480.35
	Special Reserve Fund	477,119.00
	Total	<u>\$530,599.35</u>

Motion to approve the treasurer’s report, move \$100,000 from savings to checking, and pay the July bills was made by Bob Metcalf. ROLL CALL #1 was approved 6-0.

DIRECTOR’S REPORT: Director Bill Pixley explained a new part of the monthly packet, a basic breakdown of day-to-day Library expenditures like cleaning supplies, maintenance materials, and petty cash .He stated that he had begun visiting schools in the county as they resumed classes, talking about the library resources like e-books and information databases, and handing out event schedules. He also related to the Board that there had been a burglary at the Library when someone made their way through the former main entrance on the east side of the building, tripped the audible alarm, and grabbed a small amount of money from a circulation desk drawer before fleeing. A replacement for the door in question was considered, but Wayne Asberry stated he came in during regular hours and worked with staff, finding the door to be secure if deadbolted. Staff will be updated on closing procedures, to ensure the lock is set correctly.

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

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: Bob Metcalf reported that the parking lot light pole sensor that had been making the light blink off and on had been repaired.

Community Relations Committee Report: None

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REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM: None

REPORT FROM THE SHAKESPEARE FOUNDATION: Bob Metcalf related to the Board how much the Foundation investments had increased the funds of the group.

LIBRARY ANNEX: None

UNFINISHED BUSINESS: The Board considered the still-pending per Capita Grant FY 2016-2017 (promised but not yet paid to us by the state), and whether it should be shown for annual audit as part of the FY 2017-2018 Budget as promised, or as part of the FY 2017-2018 Budget since that is when it will be received. Ruthie Alexander made a motion to show it applied to the Budget at the time of its actual arrival, FY 2017-2018. ROLL CALL #2 was approved 6-0.

The Board reviewed the latest version of the proposed FY 2017-2018 Working Budget. Motion made by Bob Metcalf to accept the FY 2017-2018 Budget. ROLL CALL #3 was approved 6-0.

Director Pixley advised the Board that the metal flashing of the roof had been replaced per the previous report by our roofing contractor.

NEW BUSINESS: Trustees Amanda Crider and Sharon Yearwood reviewed the Board's FY 2016-2017 minutes for the Annual Report. Minutes were found to be in order and in need of no revisions.

The Illinois Public Library Annual Report (IPLAR) for our facility was reviewed. Motion made by Clyde Hall to accept this year's IPLAR. Motion carried.

The Board heard the engagement letter from auditors Emling and Hoffman to conduct the Library audit.

Bill went over the new, increased Illinois income tax for our staff, and how it would be applied.

Bill also spoke to the Board about rules regarding Closed Sessions per State Library lawyer Phil Lenzini from a recent informational session he held. As the result of another suggestion brought up in the training, Cindy Irvin is now the Library's backup Freedom of Information Act Officer.

The Board discussed the possibility of using the Annex property to expand parking, and free up current parking lot space near the existing Library to add on to the facility, instead of making a new, free-standing Annex. Bill will gather information on comparable costs and possible system requirements to see if an expansion might be possible and/or cheaper.

ADJOURNMENT: A motion to adjourn was made by Clyde Hall at 8:24 PM. Motion carried.
