

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
JULY 11, 2017**

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

AUDIENCE TO VISITORS: None

SECRETARY’S REPORT: Motion was made by Bob Metcalf to approve the June 13, 2017 minutes. Motion carried.

CORRESPONDENCE: None

TREASURER’S REPORT: Balances were reported as follows for June 30, 2017:

Community First Bank	General Operating Cash	46,250.22
	Working Cash Fund	99,942.00
	Special Reserve Fund	<u>477,119.00</u>
	Total	\$ 623,311.22

Motion to approve the treasurer’s report, move \$50,000 from savings to checking, and pay the May bills was made by Wayne Asberry. ROLL CALL #1 was approved 6-0.

DIRECTOR’S REPORT: None

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

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 manager of the apartments next to the Library made a request to have the adjacent parking lot light pole checked due to the sensor making it blink on and off overnight in resident’s windows.

Community Relations Committee Report: None

REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM: None

REPORT FROM THE SHAKESPEARE FOUNDATION: None

LIBRARY ANNEX: None

UNFINISHED BUSINESS: The Board heard the second 2nd draft of the FY 2017-2018 Budget.

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NEW BUSINESS: Director Bill Pixley asked permission to keep the Library open later than normal on Saturday, October 28, 2017 to host a Classic Horror Movie double feature from 5 PM until 10 PM. Wayne Asberry made a motion to approve the change in hours. Motion carried.

Bill briefly outlined the timetable for the FY 2018 – FY 2020 Per Capita Grants.

Based on suggestions from a Library Law program conducted by Phil Lenzini, Director Pixley asked for two Board members to volunteer to take additional Open Meetings Act online training to act as OMA Designees for the Board. Renee Jenkins and Clyde Hall volunteered to fill the positions.

The Board considered Director Bill Pixley’s request to increase the Petty Cash amount on hand rather than change the Library credit card authorizations, a matter which had been tabled last meeting while Bill checked into other possibilities. Motion made by Ruthie Alexander. ROLL CALL #2 was approved 6-0.

A Board question had been raised in a previous session regarding reasons for an external audit over a Secretary’s (internal) audit. Director Pixley explained the differences and the benefits of an external audit.

ADJOURNMENT: A motion to adjourn was made by Renee Jenkins at 8:05 PM. Motion carried.
