

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

OATH OF OFFICE: Newly-appointed board member Sharon Yearwood took her oath of office, to complete the term of former trustee Wendy Lupa.

AUDIENCE TO VISITORS: None.

SECRETARY’S REPORT: Motion was made by Ruthie Alexander to approve the May 9, 2017 minutes. Motion carried.

CORRESPONDENCE: Bill presented correspondence regarding a pledge agreement with the bank that changed the securities they were using to guarantee the funds we have with them.

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

Community First Bank	General Operating Cash	33,215.21
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>477,119.00</u>
	Total	\$ 710,276.21

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

DIRECTOR’S REPORT: Bill advised the board about the external audit schedule for the closing fiscal year, and was asked to make some inquiries regarding the audit. He also reported on the Library participation in the first Market Day of 2017 and the Summer Reading Program.

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: None

REPORT FROM THE SHAKESPEARE FOUNDATION: Bob Metcalf reported that \$550 in donations had been received since the last board meeting.

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
JUNE 13, 2017**

LIBRARY ANNEX: Minutes from last 2 meetings (April 21st & May 26th, 2017) amended and approved.

UNFINISHED BUSINESS: The Board discussed the ongoing topic of Federal funding status in the new fiscal year. Board Committees memberships were changed to accommodate Sharon Yearwood's appointment.

Finance Committee (Chairpersons in bold): **Bob Metcalf**, Ruthie Alexander, Wayne Asberry

Personnel Committee: **Clyde Hall**, Renee Jenkins, Wayne Asberry

Policy Committee: **Renee Jenkins**, Amanda Crider, Wayne Asberry

Building & Grounds Committee: **Bob Metcalf**, Ruthie Alexander, Clyde Hall

Community Relations: **Amanda Crider**, Bob Metcalf, Sharon Yearwood

NEW BUSINESS: The Board considered the first draft of the 2017-2018 FY Budget.

The LGHP Staff insurance contract was examined, and Library Director Bill Pixley outlined the increase in the health insurance premiums for staff this year. Motion by Wayne Asberry to accept the contract for Local Government Health Plan from Health Alliance. ROLL CALL #2 was approved 6-0.

The Board reviewed the annual Prevailing Wage Ordinance, 2017-01. Motion made by Clyde Hall to approve Prevailing Wage Ordinance 2017-01. ROLL CALL #3 was approved 6-0.

The Board reviewed the annual Building Fund Levy Ordinance, 2017-02. Motion made by Bob Metcalf to approve Building Fund Levy Ordinance 2017-02. ROLL CALL #4 was approved 6-0.

The Board discussed the cost of Life Insurance for retired staff member Ellen Breeding. Policy Committee will consider some of the questions brought forth. Matter tabled until next meeting.

The Board considered a request from Director Bill Pixley to raise the limit on the Library credit card and to authorize two staff members for purchases. Several suggestions were made by the Board that would possibly achieve the same result. Bill will check into the suggestions. Tabled until next meeting.

The Board heard and considered the recommendation of the Personnel Committee and Director Pixley for the FY 2017-2018 salary schedules, adjusting it to the equivalent of a 2% increase via addition of steps. Motion made by Bob Metcalf to approve the proposed salary schedule. ROLL CALL #5 was approved 6-0.

The Board heard and considered the recommendations of the Personnel Committee and Director Pixley for the FY 2017-2018 staff raises. Motion made by Bob Metcalf to approve the proposed staff raises of 2.5%. ROLL CALL #6 was approved 6-0.

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
JUNE 13, 2017**

The Board discussed the FY 2017-2018 Library Director salary. Motion made by Amanda Crider to give the Library Director a 4.5% salary increase, consistent with the salary increase for full-time staff based on salary schedules and raises. ROLL CALL #7 was approved 6-0.

ADJOURNMENT: A motion to adjourn was made by Ruthie Alexander at 9:05 PM. Motion carried.
