

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT  
MINUTES – BOARD OF LIBRARY TRUSTEES  
SEPTEMBER 12, 2017**

President Ruthie Alexander called the board meeting to order at 7:00 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 Ruthie Alexander to approve the August 8, 2017 minutes. Motion carried.

**CORRESPONDENCE:** Thank you cards were received from the Linda Page and Loren Pixley families.

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

Community First Bank	General Operating Cash	24,593.54
	Working Cash Fund	60,000.00
	Special Reserve Fund	<u>378,149.00</u>
	Total	\$462,742.39

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

During the Treasurer’s Report, Trustee Wayne Asberry also made a request to have monthly bills available to review prior to the meeting. Director Pixley will arrange to meet the request.

**DIRECTOR’S REPORT:** Director Pixley told the Board about revised security protocols and upcoming security training sessions with staff. He also went over new capital projects bidding guidelines as set by the state of Illinois. He informed the Board about changes in the way that Library program attendance tallies are taken for events such as parades or information booths.

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

**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:** Assistant Director Esther Curry reported that Heartland had received the second half of last year’s Per Capita monies from the state.

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**REPORT FROM THE SHAKESPEARE FOUNDATION:** Bob Metcalf related to the Board that a donation had been made to the Foundation in memory of Linda Page.

**UNFINISHED BUSINESS:** Ruthie, Bill and Esther reviewed information from Pam Dodson regarding Annex Project alternatives that had been suggested. They shared a written report on issues that expanding the existing Library buildings would entail.

**NEW BUSINESS:** The Board reviewed proposed closing dates for the Library during 2018. Motion was made by Sharon Yearwood to approve the 2018 closings. Motion carried.

The FY 2016-2017 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. The auditors had 2 recommendations: The Library District should segregate or rotate duties so that no one individual handles a transaction from its inception to its completion. While the Library District's current staffing arrangement may not permit an adequate segregation of duties in all respects for an effective system of internal control procedures, understanding the condition is important and worthy of note. Director Pixley will review our staffing arrangements, assignment of duties and employee bonding. The second recommendation observed 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. Many bodies such as ours do not have such a qualified individual on staff, and thus they arrange annually for a professional, external audit. The Board will continue to retain Emling & Hoffman, PC, for this task. Clyde Hall made a motion to accept the FY 2016-2017 Audit Report as presented. ROLL CALL #2 was approved 6-0.

**ADJOURNMENT:** A motion to adjourn was made by Renee Jenkins at 7:51 PM. Motion carried.

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