

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT  
MINUTES – BOARD OF LIBRARY TRUSTEES  
November 14, 2017**

President Ruthie Alexander called the board meeting to order at 7:01 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 Ruthie Alexander to approve the October 10, 2017 minutes. Motion carried.

**CORRESPONDENCE:** None.

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

Community First Bank	General Operating Cash	65,477.64
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>378,149.00</u>
	Total	\$643,568.64

Motion to approve the Treasurer’s report, pay the October bills, and move \$200,000 from checking to savings made by Clyde Hall. ROLL CALL #1 was approved 6-0.

**DIRECTOR’S REPORT:** Director Pixley reported that over 700 books were given out during our annual Books for Treats Halloween event. He also advised the Board of the staff Christmas party to be held December 1<sup>st</sup>.

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

**REPORT OF OFFICERS:**

**President:** None

**Treasurer:** None

**STANDING COMMITTEES:**

**Finance Committee Report:** Committee member Wayne Asberry related AT&T had agreed to a reduced rate, saving \$1,000 per year. He also spoke with the heating and air repair service and they agreed to reduce costs on replacement parts by 25%.

**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 told the Board that the annual appeal letter had been drafted and would be signed by their next meeting, November 29, and mailed out, He also advised the Library would be receiving a \$12,000.00 endowment.

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**ANNEX:** Sharon Yearwood gave an update on progress regarding the Annex Project funding.

**UNFINISHED BUSINESS:** The Board had the second reading of Budget Ordinance 2017-03. Motion made by Amanda Crider to approve Budget Ordinance 2017-03. ROLL CALL #2 was approved 6-0.

The Board had the second reading on the Levy Ordinance 2017-04. Motion made by Clyde Hall to approve Levy Ordinance 2017-04. ROLL CALL #3 was approved 6-0.

**NEW BUSINESS:** The Board examined the proposed Library Board Meeting dates for 2018. Motion made by Bob Metcalf to approve Meeting Ordinance 2017-05. ROLL CALL #4 was approved 6-0.

Bill talked to the Board about changes and additions to our Chapter 12, “Safety” of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014 (75 ILCS 10/8.1, 1) check list.

**CLOSED SESSION:** None.

**ADJOURNMENT:** A motion to adjourn was made by Sharon Yearwood at 8:14 PM. Motion carried.

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