

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
October 10, 2017**

President Ruthie Alexander called the board meeting to order at 7:01 PM. Present were Ruthie Alexander, Wayne Asberry, Amanda Crider, Clyde Hall, Renee Jenkins, Bob Metcalf, Sharon Yearwood, Library Director Bill Pixley, and Asst. Library Director Esther Curry. The necessary quorum was present.

AUDIENCE TO VISITORS: None

SECRETARY’S REPORT: Motion was made by Bob Metcalf to approve the September 12, 2017 minutes. Motion carried.

CORRESPONDENCE: Bill presented a letter from employee Marsha Webb announcing her retirement from the position of Genealogy Coordinator as of 10/16/2017. Other members of the staff have applied to fill the position. Esther presented a letter from Universal Services Administrative Company reference remittance from our E-Rate program in the sum of \$11,329.32.

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

Community First Bank	General Operating Cash	6,000.00
	Working Cash Fund	2,052.89
	Special Reserve Fund	<u>378,149.00</u>
	Total	\$386,201.89

Motion to approve the Treasurer’s report and pay the September bills was made by Wayne Asberry. ROLL CALL #1 was approved 7-0.

DIRECTOR’S REPORT: Director Pixley told the Board about the library booth activity and attendance for the recent Mt. Vernon Fall Festival.

Staff Reports: Children’s Librarian Melissa Burns submitted a written report for September. Cindy Irvin also submitted a report, thanking the Board for approving her attendance at a two-day training for Microsoft Excel in August. She also reported that the 7th Street door issue corrected by Trustee Wayne Asberry has indeed been resolved. Lastly, she mentioned, and Bill elaborated on, a plumbing problem with the public restrooms that has been manageable so far, but will need repair.

REPORT OF OFFICERS:

President: None

Treasurer: None

STANDING COMMITTEES:

Finance Committee Report: Committee member Wayne Asberry sought Board consent to have a few expense review sessions with Bill, Esther & Cindy each month to look at expenses, paid services, and contracts. Consent granted.

Personnel Committee Report: None

Policy Committee Report: None

Building and Grounds Committee Report: None

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
October 10, 2017**

Community Relations Committee Report: None

REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM: None

REPORT FROM THE SHAKESPEARE FOUNDATION: Bob Metcalf related to the Board that the Annual Review and appeal letter meeting will be held on 10/18/2017 at 4 PM. He also advised the Foundation had received some \$12,000.00 income over the past year.

ANNEX: Bob Metcalf and Sharon Yearwood shared some ideas and input with the Board regarding the future of the Annex, and a review of the project to date.

UNFINISHED BUSINESS: None

NEW BUSINESS: The Board had the first reading on the Budget and Levy Ordinances, second reading to be held next month. A Public Forum will be held at 6:30 PM before the 7 PM November 14, 2017 Board meeting.

Trustees Wayne Asberry and Renee Jenkins conducted the bi-annual review of Closed Sessions minutes. Motion made by Renee Jenkins not to release the minutes now. Motion carried.

The Board considered the request by Library Director Pixley to close the Library at 5 PM on November 22nd, the Wednesday before Thanksgiving. Motion made by Ruthie Alexander to approve the early closing. Motion carried.

The Board reviewed a request by Bill to close the Library at 6 PM on November 9th for staff training. Motion made by Clyde Hall to approve the early closing. Motion carried.

CLOSED SESSION: None.

ADJOURNMENT: A motion to adjourn was made by Bob Metcalf at 8:13 PM. Motion carried.
