

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

President Ruthie Alexander called the board meeting to order at 7:03 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 Wayne Asberry to approve the November 14, 2017 minutes. Motion carried.

CORRESPONDENCE: Bill advised the board members about a notice received regarding a Mt. Vernon TIF meeting, and an Order of Discharge submitted by a patron. He also informed the board about the need for establishing an official Sexual Harassment Policy.

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

Community First Bank	General Operating Cash	72,724.12
	Working Cash Fund	99,942.00
	Special Reserve Fund	<u>378,149.00</u>
	Total	\$550,815.12

Motion to approve the Treasurer’s report and pay the November bills made by Bob Metcalf. ROLL CALL #1 was approved 6-0.

DIRECTOR’S REPORT: None.

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

REPORT OF OFFICERS:

President: None

Treasurer: None

STANDING COMMITTEES:

Finance Committee Report: None.

Policy Committee Report: The Committee members scheduled a meeting for December 20th.

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 annual mailings had gone out and that donations were arriving.

ANNEX: Some new outreach ideas were explored, with the Community Relations Committee planning to meet soon for further discussion.

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UNFINISHED BUSINESS: The Per Capita Grant was discussed, with some changes in responses, no changes regarding policies.

NEW BUSINESS: The Board examined the prepared Annual Report, Receipts and Disbursements. Suggestions were made for slight amendments. Motion made by Clyde Hall to approve the Annual Report as amended. ROLL CALL #2 was approved 6-0.

Bob Metcalf made a motion to allow the President to approve payment of bills, should a quorum not be present at a board meeting, with said bills being reviewed at the next regular board meeting. The motion is to be effective for calendar year 2018 only. ROLL CALL #3 was approved 6-0.

The board considered a service proposal from Johnson Controls for the facility heating and cooling systems. Motion made by Ruthie Alexander to accept the proposal as presented. ROLL CALL #4 was approved 6-0.

An informational Interlibrary Loan report was submitted to the board indicating increased use to the State Library.

A request to keep the library open New Year's Eve for the annual New Year's Game Night from 6 PM until approximately 2 AM was submitted by Director Pixley. Motion made by Clyde Hall to approve the request. Motion carried.

CLOSED SESSION: None.

ADJOURNMENT: A motion to adjourn was made by Ruthie Alexander at 8:09 PM. Motion carried.
