

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT  
MINUTES – BOARD OF LIBRARY TRUSTEES  
January 9, 2018**

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

**AUDIENCE TO VISITORS:** None.

**SECRETARY’S REPORT:** Motion was made by Wayne Asberry to approve the December 12, 2017 minutes with clarifications. Motion carried.

**CORRESPONDENCE:** The Board heard correspondence from the Jefferson County Clerk and Recorder’s office regarding notification of property taxes payable in 2018. There was also year-end notification from the Shakespeare Foundation regarding funds accumulated in 2017 and disbursement plans in 2018.

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

Community First Bank	General Operating Cash	346,157.29
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>378,149.00</u>
	Total	\$924,248.29

Motion to approve the Treasurer’s report, pay the December bills, and transfer \$300,000 from checking account to savings account made by Bob Metcalf. ROLL CALL #1 was approved 5-0.

**DIRECTOR’S REPORT:** Director Pixley reported a turnout of 50 people for the annual New Year’s Eve Game Night.

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

**REPORT OF OFFICERS:**

**President:** None

**Treasurer:** None

**STANDING COMMITTEES:**

**Finance Committee Report:** None.

**Policy Committee Report:** The Board acknowledged the December 2017 Policy Committee meeting.

**Building and Grounds Committee Report:** None

**Community Relations Committee Report:** None

**REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM:** Assistant Library Director Esther Curry advised the Board that a new SHARE Director started January 2018.

**REPORT FROM THE SHAKESPEARE FOUNDATION:** Bob Metcalf told the Board that the Foundation had passed \$500,000 made in the investment portfolio, and that \$10,442 had been deposited in donations.

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**ANNEX:** The Board made plans to take a tour of the Annex in the near future so that new board members can see how it is currently being used for storage, and to better understand the available space and structure.

**UNFINISHED BUSINESS:** Motion made by Ruthie Alexander to approve the Per Capita Grant Application for 2018 as amended. ROLL CALL #2 was approved 5-0.

**NEW BUSINESS:** The Board examined the Policy Committee recommendations for changes to the existing Harassment Policy. Motion made by Ruthie Alexander to approve the proposed changes. Motion carried.

Clyde Hall moved to accept the Policy Committee recommendations for the Sexual Harassment Policy. Motion carried.

2018 Levy information was shared with the Board.

Statement of Economic Interest forms were handed out for Trustees to complete.

Trustees were reminded to complete the online Open Meetings Act annual review and test.

**CLOSED SESSION:** None.

**ADJOURNMENT:** A motion to adjourn was made by Clyde Hall at 7:46 PM. Motion carried.

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