

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
April 10, 2018**

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 March 13, 2018 minutes. Motion carried.

CORRESPONDENCE: None.

TREASURER’S REPORT: Balances were reported as follows for March 31, 2018:

Community First Bank	General Operating Cash	286,259.99
	Working Cash Fund	199,942.00
	Special Reserve Fund	378,149.00
	Total	\$864,350.99

Motion to approve the Treasurer’s report and pay the March bills made by Ruthie Alexander. ROLL CALL #1 was approved 6-0.

DIRECTOR’S REPORT: None.

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

REPORT OF OFFICERS:

President: None.

Treasurer: None.

STANDING COMMITTEES:

Finance Committee Report: None.

Personnel Committee Report: Committee submitted minutes of their March 22, 2018 meeting regarding Leave Policy definitions. Minutes were approved, presentation of their recommendations under New Business below.

Policy Committee Report: Met before the Board Meeting, presentation of their recommendations under New Business below.

Building and Grounds Committee Report: Will have a meeting before the next Board Meeting.

Community Relations Committee Report: None.

REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM: Assistant Library Director Esther Curry reported that IHLS is receiving their Per Capita funds.

REPORT FROM THE SHAKESPEARE FOUNDATION: Bob Metcalf updated the Board on the Foundation funding.

C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
April 10, 2018

ANNEX: None.

UNFINISHED BUSINESS: Board was reminded to do their OMA review for 2018, and all Statements of Economic Interest have been turned in.

A Policy Committee Meeting regarding policies of Public addresses to the Board will be scheduled soon.

The Library will still be closing early on April 13, 2018 for staff training but a death in the Instructor's family could alter those plans.

NEW BUSINESS: The Building and Grounds Committee will meet on Tuesday, May 8th at 6:30 PM to review HVAC system options and make recommendations. In the meantime, Bill will make some contractor inquiries regarding the system to better inform the Committee.

The Policy Committee recommended to the Board that there be minor changes made to the existing FOIA Policy guidelines in the Policy Manual. These are cosmetic changes such as changes in individual titles, changes in Library system names, and changes to reflect the yearly adopted budgets. Clyde Hall made a motion to accept the recommendation and authorize the changes. Motion carried.

The Policy Committee recommended to the Board that future such minor changes to the Policy Manual and all sections therein, such as the ones listed above, be made by the Library Director without requiring approval by the Board. Ruthie Alexander made a motion to accept and enact the recommendation. Motion carried.

The Personnel Committee recommended changes to the Leave Policy to reflect a uniform definition of 'immediate family' for all matters regarding staff leaves. Ruthie Alexander made a motion to accept the recommendation and changes. Motion carried.

CLOSED SESSION: None.

ADJOURNMENT: A motion to adjourn was made by Ruthie Alexander at 7:41 PM. Motion carried.
