

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

President Ruthie Alexander called the board meeting to order at 7:08 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 Sharon Yearwood to approve the June 12, 2018 minutes. Motion carried.

**CORRESPONDENCE:** Board discussed two letters received from visitors who had used the library’s Genealogy resource in 2017 and who had suggestions on improving that department. A reply will be sent thanking them for their input.

**TREASURER’S REPORT:** Balances were reported as follows for June 30, 2018:

Community First Bank	General Operating Cash	94,923.66
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>378,149.00</u>
	Total	\$673,014.66

Motion to approve the Treasurer’s report, move \$50,000 from savings to checking, and pay the June bills made by Wayne Asberry. ROLL CALL #1 was approved 6-0.

**DIRECTOR’S REPORT:** None.

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

**REPORT OF OFFICERS:**

**President:** None.

**Treasurer:** None.

**STANDING COMMITTEES:**

**Finance Committee Report:** None.

**Personnel Committee Report:** Motion by Clyde Hall to approve the May 29, 2018 Committee Meeting minutes. Motion carried.

**Policy Committee Report:** Motion by Wayne Asberry to approve the April 26, 2018 and June 28, 2018 Committee Meeting minutes. Motion carried.

**Building and Grounds Committee Report:** A meeting of the Committee was scheduled to consider heating & Air Conditioning proposals and the Annex project.

**Community Relations Committee Report:** None.

**REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM:** Assistant Library Director Esther Curry updated the board on making our Library a V-Tel location to allow IHLS members and library staff to attend the monthly meetings with less travel time.

**REPORT FROM THE SHAKESPEARE FOUNDATION:** None.

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**ANNEX:** Board members toured the Annex building before the meeting to see its current use in storing parts of our collection, as a location for staff to work on building and maintenance projects, and so that new Board Members could familiarize themselves with the building. It was suggested that the Board work on a 3-year or 5-year plan regarding the facility.

**UNFINISHED BUSINESS:** The Policy Committee recommendations were considered regarding changes to the guidelines when members of the public address the Board during meetings. Motion made by Clyde Hall to accept and adopt the proposed Policy changes. Motion carried.

The Board considered the proposed Second Draft of the FY 2018-2019 Working Budget. Motion made by Bob Metcalf to accept the Working Budget draft. ROLL CALL #2 was approved 6-0.

**NEW BUSINESS:** The annual review of Board Meeting minutes was tabled until next meeting by President Ruthie Alexander.

**CLOSED SESSION:** None.

**ADJOURNMENT:** A motion to adjourn was made by Ruthie Alexander at 8:40 PM. Motion carried.

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