

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT  
MINUTES – BOARD OF LIBRARY TRUSTEES  
June 12, 2018**

President Ruthie Alexander called the board meeting to order at 7:02 PM. Present were Ruthie Alexander, Amanda Crider, Clyde Hall, Renee Jenkins, Bob Metcalf, Sharon Yearwood, Library Director Bill Pixley, and Asst. Library Director Esther Curry. Absent was Wayne Asberry. The necessary quorum was present.

**AUDIENCE TO VISITORS:** None.

**SECRETARY’S REPORT:** Motion was made by Amanda Crider to approve the May 8, 2018 minutes. Motion carried.

**CORRESPONDENCE:** Bill received a Thank You card for the Family Movie Night activities and presentation of ‘Coco’.

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

Community First Bank	General Operating Cash	178,816.17
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>378,149.00</u>
	Total	\$756,907.17

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

**DIRECTOR’S REPORT:** Director Pixley told the board that purchase of new materials had slowed awaiting the end of the fiscal year, which happens yearly while budget items are worked through.

**Staff Reports:** Children’s Librarian Melissa Burns submitted a written report for May. Esther Curry, April Kohute, and April Szarek submitted reports on the Reaching Forward South Conference they attended.

**REPORT OF OFFICERS:**

**President:** None.

**Treasurer:** None.

**STANDING COMMITTEES:**

**Finance Committee Report:** None.

**Personnel Committee Report:** Approval of the May 29, 2018 Committee Meeting minutes was tabled until next month.

**Policy Committee Report:** Approval of the April 26, 2018 Committee Meeting minutes was tabled until next month.

**Building and Grounds Committee Report:** None.

**Community Relations Committee Report:** None.

**REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM:** It was announced that Trustee Sharon Yearwood will be filling an open Trustee position on the IHLS Board.

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

**ANNEX:** Board members decided on 6:30 PM, July 10, 2018 to tour the Annex so that new Board Members can familiarize themselves with the building and see what it is currently being utilized for.

**UNFINISHED BUSINESS:** The Policy Committee will be setting a meeting soon to prepare recommendations on changes regarding rules and procedures for the public when addressing the Board.

**NEW BUSINESS:** The Board heard the First Reading on the annual Prevailing Wage Ordinance. Motion made by Ruthie Alexander to waive the Second Reading and vote on Ordinance 2018-01 tonight. ROLL CALL #2: Motion carried 6-0.

Motion made by Renee Jenkins to approve the Prevailing Wage Ordinance, Ordinance 2018-01. ROLL CALL #3: Motion carried 6-0.

The Board heard the First Reading of the annual Building Fund Levy Ordinance. Motion made by Clyde Hall to waive the Second Reading and vote on Ordinance 2018-02 tonight. ROLL CALL #4: Motion carried 6-0.

Motion made by Ruthie Alexander to approve the Building Fund Levy Ordinance, Ordinance 2018-02. ROLL CALL #5: Motion carried 6-0.

The Board heard the recommendation of the Personnel Committee to establish a FY 2018-2019 2.5% wage increase for Full and Part-Time staff members in a manner that uses the previous year's salary of each employee as a basis rather than step increases, alleviating step increases and preventing employees from reaching the top of their salary scale with no further monetary increase without special compensation measures by the Board. Motion made by Bob Metcalf to accept and enact the recommendation. ROLL CALL #6: Motion carried 6-0.

The Board excused Director Bill Pixley and Assistant Director Esther Curry for discussion of the wage increase for the Library Director's position, FY 2018-2019. The Personnel Committee recommended a 2.5% wage increase, consistent with the staff raises for the year. Motion by Ruthie Alexander to approve the recommendation and wage increase. ROLL CALL #7: Motion carried 6-0.

Library Director Bill Pixley presented the First Draft of the FY 2018-2019 Working Budget. A Second Draft will be completed by next meeting with additional year-end numbers available by then.

**CLOSED SESSION:** None.

**ADJOURNMENT:** A motion to adjourn was made by Clyde Hall at 8:01 PM. Motion carried.

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