

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
November 20, 2018**

Board members were present at 6:30 PM for a public hearing on the Budget and Appropriations Ordinances, postponed from the previous Board Meeting date of November 13, 2018 due to lack of a quorum. President Ruthie Alexander called the regular board meeting to order at 7:03 PM. Present were Ruthie Alexander, Wayne Asberry, Amanda Crider, Clyde Hall, Bob Metcalf, Sharon Yearwood, and Library Director Bill Pixley. Absent was Renee Jenkins and Asst. Library Director Esther Curry. The necessary quorum was present.

AUDIENCE TO VISITORS: None.

SECRETARY’S REPORT: Motion was made by Ruthie Alexander to approve the October 9, 2018 minutes. Motion carried.

CORRESPONDENCE: The library received a letter from Duane Robb reference the computer classes that he and his wife attended at C. E. Brehm Library. He praised the program and expressed hope for more computer classes in the future.

The library also received a letter of engagement from the accounting firm of Emling & Hoffman agreeing to continue as our auditor.

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

| | | |
|----------------------|------------------------|-------------------|
| Community First Bank | General Operating Cash | 232,806.49 |
| | Working Cash Fund | 199,942.00 |
| | Special Reserve Fund | <u>378,149.00</u> |
| | Total | \$810,897.49 |

Motion to approve the Treasurer’s report, move \$300,000 from checking to savings, and pay the October bills made by Wayne Asberry. Second by Sharon Yearwood. ROLL CALL #1 was approved 6-0.

DIRECTOR’S REPORT: Director Bill Pixley advised the Board he had learned of re-wiring possibly needed in parts of the Children’s Department and would be working on finding out exactly what needs replaced.

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

REPORT OF OFFICERS:

President: None.

Treasurer: None.

STANDING COMMITTEES:

Finance Committee Report: None.

Personnel Committee Report: None.

Policy Committee Report: None.

Building and Grounds Committee Report: None.

Community Relations Committee Report: None.

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REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM: None.

REPORT FROM THE SHAKESPEARE FOUNDATION: Bob Metcalf reported that the 2018 mailings to raise Foundation funds will soon be signed, collated, and posted. The Foundation also presented the library with the full purchase price of a new and upgraded microfiche machine.

ANNEX: Bill told the Board that an architect did an assessment on the annex building's current structure and weaknesses. It's been added to the information still being gathered regarding annex options.

UNFINISHED BUSINESS: The Board heard the second reading of the Budget and Appropriations Ordinance. A motion was made by Clyde Hall to approve the Ordinance. Seconded by Ruthie Alexander. ROLL CALL #2 was approved 6-0.

The Board heard the second reading of the annual Levy Ordinance. A motion was made by Ruthie Alexander to approve the Ordinance. Seconded by Sharon Yearwood. ROLL CALL #3 was approved 6-0.

The Board considered a tree service proposal by CSJ-USA Tree Service for needed removal and pruning on the library property. Motion made by Wayne Asberry to accept the proposal, seconded by Amanda Crider. ROLL CALL #4 was approved 6-0.

The Board discussed the requirements needing completed by our December meeting for the Per Capita Grant with some assignments already completed and others assigned.

NEW BUSINESS: A Building and Grounds Committee meeting will be tentatively scheduled for December 12, 2018 to review annex options, dependent on Committee Member availability.

Plans will be made for a Personnel Committee Meeting in early 2019.

Bill presented the annual Interlibrary Loan Report for our facility.

CLOSED SESSION: None.

ADJOURNMENT: A motion to adjourn was made by Clyde Hall and seconded by Sharon Yearwood at 7:57 PM. Motion carried.
