

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT  
MINUTES – BOARD OF LIBRARY TRUSTEES  
September 11, 2018**

President Ruthie Alexander called the board meeting to order at 7:06 PM. Present were Ruthie Alexander, Wayne Asberry, Clyde Hall, Renee Jenkins, Bob Metcalf, Library Director Bill Pixley, and Asst. Library Director Esther Curry. Absent was Amanda Crider and Sharon Yearwood. The necessary quorum was present.

**AUDIENCE TO VISITORS:** None.

**SECRETARY’S REPORT:** Motion was made by Wayne Asberry to approve the August 14, 2018 minutes. Motion carried.

**CORRESPONDENCE:** A Thank You card was received by employee Jean Lamz for assistance given a patron. A Thank You card was also received from the Pixley family in regard to the recent loss of a loved one. Community First Bank sent a letter outlining changes in their pledge amount, and the maturing of a bond. Correspondence was received regarding a matching grant of \$1,765 for two of our library online resources through the Scholastic Give Back Initiative.

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

Community First Bank	General Operating Cash	91,837.53
	Working Cash Fund	99,942.00
	Special Reserve Fund	<u>378,149.00</u>
	Total	\$569,928.53

Motion to approve the Treasurer’s report, move \$60,000 from savings to checking, and pay the August bills made by Renee Jenkins. ROLL CALL #1 was approved 5-0.

**DIRECTOR’S REPORT:** Director Bill Pixley reported that the annual audit is nearing its completion. He provided a questionnaire from the auditors to be filled out by two members of the Board. Bob Metcalf and Wayne Asberry volunteered to fill them out.

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

**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:** Bob Metcalf stated he has prepared a report on the parking lot, and it will be considered at a future meeting of the Building and Grounds Committee.

**Community Relations Committee Report:** None.

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**REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM:** Assistant Library Director Esther Curry reported that Conference season has begun for the organization.

**REPORT FROM THE SHAKESPEARE FOUNDATION:** Bob Metcalf reported on the current status of the endowment total and stated that the amount of \$13,416 has been given this year. It may be available for use by the library depending on facility needs and Foundation approval.

**ANNEX:** Bill Pixley reported on findings regarding mandatory sprinkler systems depending on annex building capacity number as set by State Fire laws. Other reports on revised annex costs are still pending.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** Board members considered the proposed library closing dates for 2019. A motion was made by Ruthie Alexander to approve the amended closing dates list. Motion carried.

The Board also heard a report on the need for a new microfiche/microfilm scanner. After discussion of the type needed and of funding, a motion was made by Clyde Hall to purchase he recommended ScanPro 3000 model, and to have that purchase forwarded later this year to the Shakespeare Foundation for funding consideration. ROLL CALL #2 was approved 5-0.

**CLOSED SESSION:** None.

**ADJOURNMENT:** A motion to adjourn was made by Ruthie Alexander at 7:40 PM. Motion carried.

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