

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

President Ruthie Alexander called the regular board meeting to order at 7:10 PM. Present were Ruthie Alexander, Wayne Asberry, Amanda Crider, Clyde Hall, Renee Jenkins, Bob Metcalf, Sharon Yearwood, and Library Director Bill Pixley. Absent was Asst. Library Director Esther Curry. The necessary quorum was present.

AUDIENCE TO VISITORS: None.

SECRETARY’S REPORT: Motion was made by Sharon Yearwood to approve the November 20, 2018 minutes. Second by Wayne Asberry. Motion carried.

CORRESPONDENCE: None.

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

Community First Bank	General Operating Cash	136,223.30
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>378,149.00</u>
	Total	\$714,314.30

Motion to approve the Treasurer’s report, move \$100,000 from savings to checking, and pay the November bills made by Clyde Hall. Second by Wayne Asberry. ROLL CALL #1 was approved 7-0.

DIRECTOR’S REPORT: Director Bill Pixley advised the Board that staff member April Kohute’s efforts on periodical subscription through Amazon had saved the library \$800 so far.

Bill told the Board that a new part-time employee, Shawn Campbell, had been hired and was now being trained.

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

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.

REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM: Sharon Yearwood told the board that IHLS had increased the number of material pick-up days for the interlibrary loans.

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REPORT FROM THE SHAKESPEARE FOUNDATION: None.

ANNEX: Bill told the Board that the Building and Grounds Committee was scheduled to meet again December 12th to continue looking over Annex options. Some information from previous inquiries regarding costs were part of the Board packets.

UNFINISHED BUSINESS: None.

NEW BUSINESS: The Board considered a revision to the Reference and Reader's Advisory Policy submitted by Bill, specifically regarding expectations for assisting the public in finding information. Motion to approve the revision made by Wayne Asberry. Second by Ruthie Alexander. Motion carried.

The Board reviewed the annual Per Capita Gran proposal. Motion by Ruthie Alexander to approve the proposal as amended. Second by Wayne Asberry. ROLL CALL #2 was approved 7-0.

A Personnel Committee Meeting to consider the salary schedule was set for January 14, 2019, at 1 PM.

Bill advised the Board that the Annual Report of Receipt and Disbursement was still pending, to be completed before the end of the month.

Wayne Asberry made a motion to allow the President to approve payment of bills, should a quorum not be present at a board meeting, with said bills being reviewed at the next regular board meeting. The motion is to be effective for calendar year 2019 only. Second by Sharon Yearwood. ROLL CALL #3 was approved 7-0.

The Board approved the Regular Monthly Board Meeting dates for calendar year 2019. Motion by Ruthie Alexander to accept the proposed dates. Second by Clyde Hall. Motion carried.

Director Pixley asked the Board for permission to hold the annual New Year's Eve Game Party from 6 PM to 2 AM, December 31st, 2018. Motion to approve the request by Clyde Hall. Second by Wayne Asberry. Motion carried.

CLOSED SESSION: None.

ADJOURNMENT: A motion to adjourn was made by Ruthie Alexander at 7:50 PM. Second by Clyde Hall. Motion carried.

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