

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT  
MINUTES – BOARD OF LIBRARY TRUSTEES  
February 12, 2019**

President Ruthie Alexander called the board meeting to order at 7:05 PM. Present were Ruthie Alexander, Amanda Crider, Clyde Hall, Bob Metcalf, Sharon Yearwood, and Library Director Bill Pixley with Asst. Library Director Esther Curry. Absent was Wayne Asberry and Renee Jenkins. A quorum was present.

**AUDIENCE TO VISITORS:** None.

**SECRETARY’S REPORT:** Motion was made by Amanda Crider to approve the January 8, 2019 minutes as amended. Second by Ruthie Alexander. Motion carried.

**CORRESPONDENCE:** Director Pixley presented suggestions made by a patron regarding a different arrangement of material in the Children’s Department. While the suggestion was a good one, the limited space in that area would not allow its implementation.

**TREASURER’S REPORT:** Balances were reported as follows for January 31, 2019:

Community First Bank	General Operating Cash	314,998.26
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>440,050.00</u>
	Total	\$954,990.26

Motion to accept the Treasurer’s report, pay the January bills, and transfer \$25,000 from savings account to checking account made by Bob Metcalf. Second by Sharon Yearwood. ROLL CALL #1 was approved 5-0.

**DIRECTOR’S REPORT:** Library Director Bill Pixley reported that a boiler issue which necessitated closing the Library during normal operating hours a few days in January had been fixed.

Bill updated the Board on the matter of available space in the Library, stating that we’re out of room and will continue to weed books from the collection that otherwise would be retained longer if available space could accommodate them.

Bill advised the Board that donors had recently given \$625 for Michael’s Corner.

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

**REPORT OF OFFICERS:**

**President:** None

**Treasurer:** None

**STANDING COMMITTEES:**

**Finance Committee Report:** None.

**Personnel Committee Report:** A meeting was held on January 28, 2019 at 1 PM to discuss a new system for staff pay scales and raises. The Board was advised that Bill had presented a good plan for making the changes, and that details of it were being worked out in preparation for another Personnel Meeting to finalize recommendations for the Board.

**Policy Committee Report:** None.

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**Building and Grounds Committee Report:** The Committee met on February 11<sup>th</sup>, 2019 and continued discussions on the grounds, including the Annex and the best avenues to keep it viable as a storage area for now. No recommendations for the full Board were presented at this time.

**Community Relations Committee Report:** None.

**REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM:** Assistant Library Director Esther Curry told the Board that some of the old vans of the IHLS fleet had been sold, and new ones purchased to replace them. She also said the POLARIS system had been undergoing some small upgrades with a larger one that would necessitate a temporary shutdown of the system for a few hours planned for the near future.

**REPORT FROM THE SHAKESPEARE FOUNDATION:** Bob Metcalf told the Board that the Foundation had received some final donations from their annual drive, adding another \$1,800 to be invested.

**ANNEX:** Trustee Amanda Crider brought up the possibility of revisiting the Chairperson-led options for funding last considered two years ago. At that time, no Chairperson was available to lead the effort, and the Board discussed the possibility of changing the approach of a drive and again soliciting for a Chair. Ideas were exchanged and the possibility of an Annex Committee meeting or a roundtable discussion of the full Board at a future regular Board Meeting was considered.

**UNFINISHED BUSINESS:** The Board heard the recommendation by Trustees Amanda Crider and Clyde Hall that, after reviewing the Closed Session Minutes, they should not be released at this time. A motion was made by Ruthie Alexander to accept and abide by the recommendation. Second by Sharon Yearwood. Motion carried.

**NEW BUSINESS:** Bill passed out forms for Statement of Economic Interest, to be filled in by Trustees and turned into him by the end of March.

Asst. Director Esther Curry reviewed the annual bids for our E-Rate provider, including current provider Clearwave and several other prospective providers. She recommended that we continue with Clearwave due to rates and their history of trouble-free service. Motion made by Ruthie Alexander to accept the recommendation and retain Clearwave as our Library provider. Second by Clyde Hall. ROLL CALL #2 was approved 5-0.

Library Director Bill Pixley advised Board Members that over the next few months, we would be reviewing Chapter 11 through Appendices of the Per Capita Grant Guide 3<sup>rd</sup> Edition as part of our 2020 Per Capita Grant requirements. Amanda Crider agreed to review the Trustee Facts File.

Bill also shared information with the Board regarding Minimum Wage increase proposals coming before Illinois lawmakers. He included variables on what different proposals, if approved, could cost the Board.

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**CLOSED SESSION:** None.

**ADJOURNMENT:** A motion to adjourn was made by Amanda Crider at 8:13 PM. Second by Clyde Hall. Motion carried.

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