

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT  
MINUTES – BOARD OF LIBRARY TRUSTEES  
January 8, 2019**

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

**AUDIENCE TO VISITORS:** None.

**SECRETARY’S REPORT:** Motion was made by Bob Metcalf to approve the December 11, 2018 minutes. Second by Wayne Asberry. Motion carried.

**CORRESPONDENCE:** The Board received a Thank You card from Esther Curry and family regarding the members’ supportive efforts during the illness and passing of her husband, Mike Curry.

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

Community First Bank	General Operating Cash	440,273.48
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>378,149.00</u>
	Total	\$1,018,364.48

Motion to accept the Treasurer’s report, pay the December bills, and transfer \$300,000 from checking account to savings account made by Ruthie Alexander. Second by Sharon Yearwood. ROLL CALL #1 was approved 6-0.

**DIRECTOR’S REPORT:** Assistant Library Director Esther Curry related some of the notes Bill had made for the session, including openings on the IHLS Board for Trustee Members, should any of the C.E. Brehm Trustees wish to serve. According to materials from the County Clerk we will be getting \$5,000 more than had been estimated in General Operating Funds. In Bill’s absence, Clyde Hall answered an inquiry about the number of participants at the 2018 New Years Gaming Event, estimating approximately 60 attendees.

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

**REPORT OF OFFICERS:**

**President:** None

**Treasurer:** None

**STANDING COMMITTEES:**

**Finance Committee Report:** None.

**Personnel Committee Report:** A meeting has been scheduled for January 14, 2019 at 1 PM to discuss a new system for staff pay scales and raises.

**Policy Committee Report:** The Board acknowledged the December 2017 Policy Committee meeting.

**Building and Grounds Committee Report:** The Committee met on December 12, 2018. Minutes of the meeting were provided by Wayne Asberry and reviewed. Motion by Ruthie Alexander to approve the minutes. Second by Sharon Yearwood. Motion carried.

**Community Relations Committee Report:** None

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**REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM:** Assistant Library Director Esther Curry discussed the mentioned 4 Trustee Member openings on the IHLS Board, and the duties that are part of being elected to that body.

**REPORT FROM THE SHAKESPEARE FOUNDATION:** Bob Metcalf told the Board that the Foundation had seen some losses from the recent stock market drop. The recent fundraising effort of the Foundation collected \$11,250.

**ANNEX:** The Board heard some of the findings of the Building and Grounds Committee reference several options regarding the Annex. More information and monetary totals are pending and will be considered at the next B&G Committee session later this month.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** The Building and Grounds Committee tentatively scheduled their next meeting for January 31, 2019 at 1 PM.

A report of the parking lot's condition was presented by Bob Metcalf, along with cost projections. The Building and Grounds Committee will add this to their upcoming meeting agenda for consideration.

Assistant Library Director Esther Curry also reminded Board Members that it was time once again to take the OMA certification for 2019.

Board Members Amanda Crider and Clyde Hall performed the bi-annual review of Closed Session Minutes on file. Their recommendation was to retain the Minutes and or keep them Closed and confidential at this time.

**CLOSED SESSION:** None.

**ADJOURNMENT:** A motion to adjourn was made by Wayne Asberry at 7:55 PM. Second by Bob Metcalf. Motion carried.

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