

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

President Ruthie Alexander called the board meeting to order at 7:00 PM. Present were Ruthie Alexander, Amanda Crider, Clyde Hall, Renee Jenkins, Bob Metcalf, Sharon Yearwood, and Library Director Bill Pixley with Asst. Library Director Esther Curry. Absent was Wayne Asberry. A quorum was present.

**AUDIENCE TO VISITORS:** None.

**SECRETARY’S REPORT:** Motion was made by Ruthie Alexander to approve the February 12, 2019 minutes as amended. Second by Amanda Crider. Motion carried.

**CORRESPONDENCE:** Director Pixley presented a letter from Jefferson County Treasurer/Collector Bob Watt regarding changes in property tax due dates. The Board discussed what the date changes might mean for the Library. Bill will consult with the Library’s accounting firm and others to gauge what changes may come, and how best to address them for our annual fiscal periods.

**TREASURER’S REPORT:** Balances were reported as follows for February 28, 2019:

Community First Bank	General Operating Cash	397,635.16
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>440,050.00</u>
	Total	\$1,041,627.16

Motion to accept the Treasurer’s report and pay the February bills made by Bob Metcalf. Second by Amanda Crider. ROLL CALL #1 was approved 6-0.

**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 February.

**REPORT OF OFFICERS:**

**President:** None

**Treasurer:** None

**STANDING COMMITTEES:**

**Finance Committee Report:** None.

**Personnel Committee Report:** The approval of minutes from the January 2019 Committee meeting was tabled due to lack of Committee members present to accept them.

**Policy Committee Report:** None.

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**Building and Grounds Committee Report:** The approval of minutes from the February 2019 Committee meeting was tabled due to lack of Committee members present to accept them.

**Community Relations Committee Report:** None.

**REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM:** Assistant Library Director Esther Curry reported that the LEAP online catalogue update was completed.

**REPORT FROM THE SHAKESPEARE FOUNDATION:** None.

**ANNEX:** Trustee Robert Metcalf made a request that Maintenance paint the south door of the Annex. Trustee Amanda Crider made inquiries on the current status of any fund-raising ideas and the Annex status in general. Bill advised that some of the cost estimates on keeping the Annex serviceable and in its current use are still being gathered.

**UNFINISHED BUSINESS:** Director Pixley reminded the Trustees to complete their annual Statements of Economic Interest.

**NEW BUSINESS:** Bill advised the Board that the Library certification is complete, and the updates have been made.

Director Pixley also inquired about when the next Personnel Committee meeting could be held. Not all Committee members were present to affirm a date, and the matter remains pending.

**CLOSED SESSION:** None.

**ADJOURNMENT:** A motion to adjourn was made by Renee Jenkins at 7:57 PM. Second by Sharon Yearwood. Motion carried.

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