

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
July 9, 2019**

President Ruthie Alexander called the board meeting to order at 7:03 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 Chad Curd. A quorum was present.

AUDIENCE TO VISITORS: None.

SECRETARY’S REPORT: Motion was made by Bob Metcalf to approve the June 11, 2019 minutes. Second by Ruthie Alexander. Motion carried.

CORRESPONDENCE: A creative Thank You card for the services the Library provides was received from a patron, who had written it out in verse.

TREASURER’S REPORT: Balances were reported as follows for June 30, 2019:

Community First Bank	General Operating Cash	101,844.93
	Working Cash Fund	199,942.00
	Special Reserve Fund	440,050.00
	Total	\$745,836.93

Motion to accept the Treasurer’s report, transfer \$100,000 from savings to checking, and pay the June bills made by Renee Jenkins. Second by Clyde Hall. ROLL CALL #1 was approved 6-0.

DIRECTOR’S REPORT: None.

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

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 completed her term on the IHLS Board.

REPORT FROM THE SHAKESPEARE FOUNDATION: Bob Metcalf gave an update on the Foundation’s investment standing and asked the Board and Director Pixley to be thinking about future needs the Foundation could assist with.

ANNEX: Ruthie Alexander shared thoughts on how to prepare and provide focus for a new project brochure.

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UNFINISHED BUSINESS: The Board resumed discussion on the recommendations by the Policy Committee regarding Policy changes in staff position definitions and qualifications for both Full and Part-Time employees. Ruthie Alexander made a motion to accept the Policy changes. Amanda Crider seconded the motion. Motion carried.

The Board considered the Second Draft of the FY 2019-2020 Working Budget. Motion by Ruthie Alexander to accept the Working Budget as presented. Second by Clyde Hall. ROLL CALL #2 was approved 6-0.

NEW BUSINESS: Trustees Amanda Crider and Sharon Yearwood reviewed the Secretary's Reports for our Annual Report.

The Board discussed the annual setting of fees for Non-Resident Library cards. Motion made by Renee Jenkins to keep the fee at \$100. Second by Ruthie Alexander. ROLL CALL #3 was approved 6-0.

Director Bill Pixley requested permission from the Board to keep the Library open later than the usual hours on October 19, 2019 for the Superhero Saturday event, and October 26, 2019 for the Halloween Horror Film Double Feature event. Motion was made by Renee Jenkins to approve the extended hours, second by Amanda Crider. Motion carried.

Trustee Clyde Hall spoke to the Board about the second and tertiary phase of the recent Bottle Cap drive headed by Children's Librarian Melissa Burns. Enough plastic bottle caps were collected to be recycled into furnishings, but the sorting process had need of volunteers. Board members made suggestions of possible groups to contact and agreed to pass on the request to organizations they have contact with. The processing will also have a cost, and donation forms were provided for Trustees to circulate.

CLOSED SESSION: None.

ADJOURNMENT: A motion to adjourn was made by Ruthie Alexander at 8:09 PM. Second by Renee Jenkins. Motion carried.
