

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
June 11, 2019**

President Ruthie Alexander called the board meeting to order at 7:01 PM. Present were Ruthie Alexander, Amanda Crider, Chad Curd, Clyde Hall, Bob Metcalf, Sharon Yearwood, and Library Director Bill Pixley with Asst. Library Director Esther Curry. Absent was Renee Jenkins. A quorum was present.

AUDIENCE TO VISITORS: None.

SWEARING IN OF NEW TRUSTEES AND TRUSTEES BEGINNING NEW TERMS:

Re-elected Board Member Sharon Yearwood was sworn in to serve a new term as Trustee. New appointed Trustee Chad Curd was also sworn in to complete the term of former Trustee Wayne Asberry following his resignation.

SECRETARY’S REPORT: Motion was made by Sharon Yearwood to approve the May 14, 2019 minutes. Second by Amanda Crider. Motion carried.

CORRESPONDENCE: None.

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

Community First Bank	General Operating Cash	183,779.33
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>440,050.00</u>
	Total	\$827,771.33

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

DIRECTOR’S REPORT: Library Director Bill Pixley advised the Board that, due to changes in state law, we are no longer required to file an annual Prevailing Wage Ordinance.

Bill also gave an update on trimming of library trees and more such work to be done when the ground is less saturated.

Bill also said the Summer Reading Program is under way.

Assistant Director Esther Curry addressed the Board regarding the discontinuation of updates and support for Windows 7. She stated we would be using TechSoup for Nonprofits to update the library computers to Windows 10. One computer, the 3rd Floor’s PAC unit, is the only one that will have to be replaced.

Staff Reports: Children’s Librarian Melissa Burns submitted written reports for May.

REPORT OF OFFICERS:

President: None

Treasurer: None

STANDING COMMITTEES:

Finance Committee Report: None.

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Personnel Committee Report: None.

Policy Committee Report: A meeting was held May 22nd to make recommendations on employee designations and positions as recommended by the Personnel Committee. Motion by Amanda Crider to approve the minutes of the May 22nd Policy Committee Meeting. Second by Clyde Hall. Motion carried.

Building and Grounds Committee Report: None.

Community Relations Committee Report: None.

REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM: The Board was advised of openings for Trustees to serve on the IHLS Board.

REPORT FROM THE SHAKESPEARE FOUNDATION: Bob Metcalf gave an update on the Foundation's investment standing following recent market returns.

ANNEX: None.

UNFINISHED BUSINESS: Setting a Building and Grounds Committee Meeting date was moved under New Business, to be determined following the Committee membership updates.

The Board discussed the recommendations by the Personnel Committee regarding staff raises for FY 2019 – 2020. Bob Metcalf made a motion to accept the Committee's recommendation of a 3.5% raise. Sharon Yearwood seconded the motion. ROLL CALL #2 was approved 6-0.

NEW BUSINESS: The standing Board Committees were reorganized to reflect membership of a new Trustee. The proposed Committees are: Finance Committee composed of Ruthie Alexander and Bob Metcalf with the possibility of a third member yet to be decided. Personnel Committee composed of Clyde Hall, Renee Jenkins, and Sharon Yearwood. Policy Committee consisting of Chad Curd, Clyde Hall, and Renee Jenkins. Building and Ground Committee consisting of Ruthie Alexander, Amanda Crider, and Chad Curd. Community Relations Committee consisting of Sharon Yearwood, Amanda Crider, and Bob Metcalf. Ruthie Alexander made a motion to approve the new Committee memberships, second by Amanda Crider. Motion carried.

The Board reviewed the annual Building Fund Levy Ordinance. Motion made by Clyde Hall to approve the ordinance. Second by Ruthie Alexander. ROLL CALL #3 was approved 6-0.

The Board also considered the recommendations of the Policy Committee changing the defined Full and Part-Time Employee positions as currently designated in the Library Policy Manual. Discussion was held over additional revisions, and Bill will put the Board's final version together for a vote next meeting. The matter was tabled for now.

Director Pixley submitted his first draft of the Working Budget. Matter was tabled until next month, when more financial information will be available regarding funding.

The new Building and Grounds Committee set a meeting date of July 24, 2019, at noon.

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The Board discussed the Library Director’s salary for FY 2019-2020 after Director Pixley, and Assistant Director Curry voluntarily left the meeting. It was decided that Library Director Bill Pixley would have a raise equal to that of staff for this year, 3.5%. Motion for a 3.5% salary increase for Director Pixley was made by Ruthie Alexander, second by Amanda Crider. ROLL CALL #4 passed 6-0.

CLOSED SESSION: None.

ADJOURNMENT: A motion to adjourn was made by Ruthie Alexander at 9:04 PM. Second by Clyde Hall. Motion carried.
