

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
May 14, 2019**

President Ruthie Alexander called the board meeting to order at 7:03 PM. Present were Ruthie Alexander, Wayne Asberry, Amanda Crider, Clyde Hall, Renee Jenkins, Bob Metcalf, and Library Director Bill Pixley with Asst. Library Director Esther Curry. Absent was Sharon Yearwood. A quorum was present.

AUDIENCE TO VISITORS: None.

SWEARING IN OF TRUSTEES BEGINNING NEW TERMS: Re-elected Board Member Amanda Crider was sworn in to serve a new term as Trustee. Sharon Yearwood, also re-elected, was not present but will be sworn in the next meeting of the C.E. Brehm Memorial Public Library Board.

ANNUAL SELECTION OF OFFICERS TO THE BOARD: Members discussed the current roster of Trustees serving as Officers and decided to continue with the existing designation of duties: President Ruthie Alexander, Vice President Amanda Crider, Treasurer Bob Metcalf, and Secretary Clyde Hall. Ruthie Alexander made a motion to approve the Officer selection for the coming year. Second by Wayne Asberry. ROLL CALL #1 passed 6-0.

ANNUAL REVIEW OF STANDING COMMITTEES: Board members serving on the Finance, Personnel, Policy, Building & Grounds, and Community Relations Committees will contemplate any changes they wish to make in their Committee memberships and appointments will be made next meeting. Vacancies on some Committees due to a Trustee resignation will also be filled by a new Trustee appointed to complete the resigning Trustee's unfinished term.

SECRETARY'S REPORT: Motion was made by Wayne Asberry to approve the April 9, 2019 minutes. Second by Ruthie Alexander. Motion carried.

CORRESPONDENCE: Director Pixley advised that he had received a letter from the State Library regarding the role libraries in Illinois will fill to assist in the pending U.S. Census. Census Takers will be trained at our facility by Census officials. Our staff will also be given some instruction on assisting patrons who may take the census online using our computers.

Bill advised the Board that he had made official notification to the State Library of recent Trustee election results, and of one Trustee resignation. He will further advise them of the pending appointment of a new Trustee to fill the unfinished term.

TREASURER'S REPORT: Balances were reported as follows for April 30, 2019:

Community First Bank	General Operating Cash	262,705.13
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>440,050.00</u>
	Total	\$906,697.13

Motion to accept the April Treasurer's report, transfer \$80,000 from savings to checking, and pay the April bills made by Clyde Hall. Second by Wayne Asberry. ROLL CALL #2 was approved 6-0.

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DIRECTOR’S REPORT: Library Director Bill Pixley and Assistant Director Esther Curry reported that staff is preparing for the Summer Reading Program.

Staff Reports: Children’s Librarian Melissa Burns submitted written reports for March and April.

REPORT OF OFFICERS:

President: None

Treasurer: None

STANDING COMMITTEES:

Finance Committee Report: None.

Personnel Committee Report: The Committee members presented their recommendation for annual staff raises, and Director Pixley provided materials showing the increases considered during recent meetings of the Committee. Clyde Hall moved to approve the minutes from the May 2019 Personnel Committee held May 13, 2019. Second by Ruthie Alexander. Motion carried. The June Board Meeting will have approval of the recommendation for staff raises placed on the agenda.

Policy Committee Report: A meeting will be scheduled later in the session regarding changes to employee designations and positions as recommended by the Personnel Committee.

Building and Grounds Committee Report: Motion to approve the minutes of the February 2019 meeting made by Ruthie Alexander. Second by Clyde Hall. Motion carried.

Community Relations Committee Report: None.

REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM: None.

REPORT FROM THE SHAKESPEARE FOUNDATION: Bob Metcalf presented the board the Foundation investment returns status for April 2019.

ANNEX: None.

UNFINISHED BUSINESS: Director Pixley confirmed that serving Trustees had now completed their OMA reviews for 2019.

A meeting of the Building & Grounds Committee is needed to consider new information regarding maintenance to the Annex. A date will be decided later after consultation with all Committee members.

The Board discussed the matter of security cameras and a legal opinion recently rendered by attorney/consultant Phil Lenzini. The Board requested that Director Pixley consult other regional libraries with implemented systems regarding operation and reliable service providers, then to make further inquiries.

A meeting of the Policy Committee was scheduled for Monday, May 20th, 2019 at 4 PM.

NEW BUSINESS: The Board received and accepted a letter of resignation from serving Trustee Wayne Asberry due to his family’s pending relocation out of state.

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Bill spoke to the Board regarding the proposed appointment of Chad Curd to fill Wayne's remaining term as Trustee. Motion made by Ruthie Alexander to extend an invitation to Chad to serve as an appointed Trustee. Second by Renee Jenkins. Motion carried.

Bill reviewed with the Board increased costs in the Local Government Health Care Plan which provides coverage for staff members. Motion made by Ruthie Alexander to approve the Plan for 2019 – 2020. Second by Amanda Crider. ROLL CALL #3 was approved 6-0.

A proposed meeting of the Personnel Committee was deemed unnecessary at this time.

CLOSED SESSION: None.

ADJOURNMENT: A motion to adjourn was made by Renee Jenkins at 8:03 PM. Second by Wayne Asberry. Motion carried.
