

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT  
MINUTES – BOARD OF LIBRARY TRUSTEES  
December 10, 2019**

Board members were present at 6:30 PM for a public hearing on the Budget and Appropriations and Levy Ordinances. The hearing was postponed from the previous Board Meeting date of November 12, 2019 due to inclement weather forcing the closure of the Library and cancellation of the November Board meeting. No members of the public attended. President Ruthie Alexander called the regular board meeting to order at 7:03 PM. Present were Ruthie Alexander, Amanda Crider, Chad Curd, Clyde Hall, Bob Metcalf, Sharon Yearwood, Library Director Bill Pixley and Asst. Library Director Esther Curry. Absent was Renee Jenkins. The necessary quorum was present.

**AUDIENCE TO VISITORS:** None.

**SECRETARY’S REPORT:** Motion was made by Chad Curd to approve the October 8, 2019 minutes. Second by Sharon Yearwood. Motion carried.

**CORRESPONDENCE:** The library received a thank you note from a patron appreciative of staff member April Szarek’s assistance with a Genealogy matter. Several emails from patrons thanking the library for hosting a recent computer workshop were also presented. Director Bill Pixley also reported correspondence from the Coram Deo Classical School advising they were applying for a property tax exemption.

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

Community First Bank	General Operating Cash	180,845.59
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>491,032.00</u>
	Total	\$871,819.59

Motion to approve the Treasurer’s report for October 2019, move \$100,000 from savings to checking, and pay the October bills made by Clyde Hall. Second by Ruthie Alexander. ROLL CALL #1 was approved 6-0.

Balances were reported as follows for November 30, 2019:

Community First Bank	General Operating Cash	497,953.59
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>491,032.00</u>
	Total	\$1,188,927.59

Motion to approve the Treasurer’s report for November 2019, move \$325,000 from checking to savings, and pay the November bills made by Ruthie Alexander. Second by Amanda Crider. ROLL CALL #2 was approved 6-0.

**DIRECTOR’S REPORT:** Director Bill Pixley advised the Board of a pending bequeathal from the estate of a library patron who had passed away.

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

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Esther Curry reported that the E-rate has begun for the next fiscal year.

**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:** The Committee members reported on their November 14, 2019 meeting. Motion by Amanda Crider to approve minutes of that meeting. Second by Ruthie Alexander. Motion carried.

**Community Relations Committee Report:** None.

**REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM:** None.

**REPORT FROM THE SHAKESPEARE FOUNDATION:** Bob Metcalf reported that the 2019 mailings had been processed. The Foundation's financial status was also discussed, along with how the Foundation could assist the Library with needs for the coming year.

**ANNEX:** None.

**UNFINISHED BUSINESS:** The board had the second reading of Budget and Appropriations Ordinance 2019-03. Motion made by Ruthie Alexander to approve Budget and Appropriations Ordinance 2019-03. Second by Bob Metcalf. ROLL CALL #3 was approved 6-0.

The board had the second reading on the Levy Ordinance 2019-04. Motion made by Ruthie Alexander to approve Levy Ordinance 2019-04. Second by Clyde Hall. ROLL CALL #4 was approved 6-0.

**NEW BUSINESS:** Review of Chapter 3, 'Personnel', from 'Serving Our Public 3.0: Standards for Illinois Public Libraries' for the Per Capita Grant.

The board considered this year's Per Capita Grant Application. Motion by Ruthie Alexander to approve the Per Capita Grant Application. Second by Amanda Crider. ROLL CALL #5 was approved 6-0.

The board reviewed the Annual Report of Receipts and Disbursements. Motion made to approve the report by Ruthie Alexander. Second by Bob Metcalf. ROLL CALL #6 was approved 6-0.

Sharon Yearwood made the motion, effective for calendar year 2020 only, to allow the board President to approve payment of bills, in the event of a quorum not being present for a board

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meeting or in the event of a meeting being cancelled, with said bills being reviewed at the next regular board meeting. Second by Chad Curd. ROLL CALL #7 was approved 6-0.

Director Pixley presented the board with the 2020 Library Board Meeting Dates Ordinance, 2019-05. Ruthie Alexander made a motion to approve Board Meeting Dates Ordinance, 2019-05. As amended. Second by Clyde Hall. Motion carried.

The board considered a quote for re-caulking of all exterior windows. Motion made by Ruthie Alexander to proceed with the work. Second by Amanda Crider. ROLL CALL #8 was approved 6-0.

The board considered a quote for repairs and tuck-pointing on the retaining wall at the west entrance to the library. Motion made by Sharon Yearwood to proceed with the work. Second by Bob Metcalf. ROLL CALL #9 was approved 6-0.

Director Pixley discussed some possible days in 2020 the board might consider closing the library to save on costs. Columbus Day, Veteran's Day and Mother's Day were suggested by Bill due to very low numbers of patrons using the library on those holidays. Other days were also discussed, as were reasons not to close. The matter was tabled until next month to give board members time to consider the matter.

**CLOSED SESSION:** None.

**ADJOURNMENT:** A motion to adjourn was made by Ruthie Alexander and seconded by Amanda Crider at 8:34 PM. Motion carried.

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