

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT  
MINUTES – BOARD OF LIBRARY TRUSTEES  
October 8, 2019**

President Ruthie Alexander called the board meeting to order at 7:00 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.

**SECRETARY’S REPORT:** Motion was made by Amanda Crider to approve the September 10, 2019 as presented. Second by Sharon Yearwood. Motion carried.

**CORRESPONDENCE:** Director Bill Pixley provided a copy of a letter from Jefferson County Treasurer Bob Watt regarding the resetting of the Tax Billing Cycle.

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

Community First Bank	General Operating Cash	260,670.34
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>491,032.00</u>
	Total	\$951,644.34

Motion to accept the Treasurer’s report, pay the September bills, and transfer \$350,000.00 from checking to savings made by Ruthie Alexander. Second by Sharon Yearwood. ROLL CALL #1 was approved 6-0.

**DIRECTOR’S REPORT:** None.

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

**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:** Assistant Librarian Esther Curry updated the Board on IHLS Staff changes. The manager of the SHARE system is retiring, but Esther say no indications that it would affect system operations.

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

**ANNEX:** The Board discussed desires the public has for the Annex project, and some new approaches to it.

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**UNFINISHED BUSINESS:** The Building and Committee will be selecting a date to have a meeting regarding several maintenance and repair projects both large and small.

**NEW BUSINESS:** Director Pixley reminded the Board that the November Board Meeting will be preceded at 6:30 with time set aside for a Public Hearing on Budget and Appropriation Ordinance.

The Board had their first reading of the Budget and Levy Ordinance.

The Board looked over the Audit and its findings/recommendations for FY 2018-2019. Motion made to accept the Audit by Ruthie Alexander. Second by Chad Curd. ROLL CALL #2 was approved 6-0.

The Biannual Review of Closed Session Minutes was conducted by Amanda Crider and Sharon Yearwood. They recommended that the Closed Session Minutes remain closed. Motion made by Clyde Hall to accept their recommendation. Second by Ruthie Alexander. Motion carried.

Amanda Crider presented a Trustee Fact Files Review for the Per Capita Grant. She gave the Board suggestions on portions of the Files they should read and be familiar with.

The Board considered a matter Director Pixley presented regarding a monetary donation in the past that was restricted for obtaining local school textbooks only. Local schools no longer use paper textbooks and instead use electronic ones. He asked that the current Board remove the restriction so the funds can be used for General Operating purposes. Motion to approve Bill's request and remove the restriction made by Chad Curd. Second by Ruthie Alexander. ROLL CALL #3 was approved 6-0.

The Board also considered a Staff request for a Policy change that would allow patrons longer access to the computers. Use and number of public access computers is such that we could allow longer sessions for each individual. The Board decided on extending the computer time per patron to 2 hours a day with unlimited numbers of logins, relying on the computer system to alert staff when another user is waiting for a terminal, effective immediately. Motion made by Ruthie Alexander to authorize the Policy change, second by Clyde Hall. Motion carried.

**CLOSED SESSION:** None.

**ADJOURNMENT:** A motion to adjourn was made by Ruthie Alexander at 8:08 PM. Second by Sharon Yearwood. Motion carried.

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