

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT  
MINUTES – BOARD OF LIBRARY TRUSTEES  
January 14, 2020**

President Ruthie Alexander called the meeting to order at 7:02 PM. Present were Ruthie Alexander, Amanda Crider, Chad Curd, Clyde Hall, Sharon Yearwood, Library Director Bill Pixley and Asst. Library Director Esther Curry. Absent were Bob Metcalf and Renee Jenkins. The necessary quorum was present.

**AUDIENCE TO VISITORS:** None.

**SECRETARY’S REPORT:** Motion was made by Chad Curd to approve the December 10, 2019 minutes as amended. Second by Sharon Yearwood. Motion carried.

**CORRESPONDENCE:** The library received a thank you card from a patron appreciative for the Library’s Senior Deliveries program.

**TREASURER’S REPORT:** The Treasurer’s Report was read by President Ruthie Alexander in the absence of Board Treasurer Bob Metcalf. Balances were reported as follows for December 31, 2019:

Community First Bank	General Operating Cash	477,316.05
	Working Cash Fund	199,942.00
	Special Reserve Fund	<u>491,032.00</u>
	Total	\$1,168,290.05

Motion to approve the Treasurer’s report for December 2019, move \$50,000 from savings to checking, place \$200,000 in a one-year Certificate of Deposit, place \$200,000 in a six-month Certificate of Deposit, and pay the December bills made by Amanda Crider. Second by Clyde Hall. ROLL CALL #1 was approved 5-0.

**DIRECTOR’S REPORT:** Director Bill Pixley and Asst. Director Esther Curry cited end-of-year Polaris Library System software figures showing our patrons in 2019 saved over \$2 million by using C.E. Brehm Library resources instead of purchasing the items they checked out.

Bill advised the board he would be asking for volunteers to assist with Census activities at the Library. Trustee Amanda Crider volunteered to help.

The need for a revised set of long- and short-term goals for the Library was discussed by Bill and the board members.

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

**REPORT OF OFFICERS:**

**President:** None.

**Treasurer:** None.

**STANDING COMMITTEES:**

**Finance Committee Report:** None.

**Personnel Committee Report:** None.

**Policy Committee Report:** None.

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**Building and Grounds Committee Report:** None.

**Community Relations Committee Report:** None.

**REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM:** Esther advised the IHLS Board was accepting Trustee nominations once again.

**REPORT FROM THE SHAKESPEARE FOUNDATION:** Ruthie Alexander said she had learned the Foundation's 2019 fund raising efforts had brought in over \$11,000.

**ANNEX:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** The board discussed the possibility of eliminating late fees. Information distributed for trustee consideration outlined how other libraries had taken this step. Members discussed the financial impact such a change would have and variations on the concept, including amnesty periods or the age of the patron. No action was taken.

Director Pixley told the board members that several donations had been made to the Library in the last month. These included a \$300 donation to the Hobbies and Collectibles section, \$600 to Michael's Corner, and \$3,000 for the Annex Project. He said he was continuing to gather information on a bequeathal from the estate of patron Betsy Smith.

Bill also talked with the board trustees about new government regulations for 2020 requiring all government employers to conduct Sexual Harassment Prevention training for their employees.

Bill reminded trustees to take the annual Open Meetings Act training online. He also reminded the board that anyone who is not a trustee but is assigned to serve on a library committee must also take the online OMA training.

Director Pixley went over the next minimum wage increases in Illinois and asked that the Personnel Committee schedule a meeting before next month's regular board meeting to discuss options. The members will set a date and time with Bill in the first weeks of February.

**CLOSED SESSION:** None.

**ADJOURNMENT:** A motion to adjourn was made by Sharon Yearwood and seconded by Clyde Hall at 8:42 PM. Motion carried.

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