

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT
MINUTES – BOARD OF LIBRARY TRUSTEES
March 10, 2020**

President Ruthie Alexander called the meeting to order at 7:16 PM. Present were Ruthie Alexander, Chad Curd, Clyde Hall, Renee Jenkins, Bob Metcalf, Sharon Yearwood, Library Director Bill Pixley and Asst. Library Director Esther Curry. Amanda Crider participated in discussions by phone but was unable to cast a vote in that capacity. The necessary quorum was present.

AUDIENCE TO VISITORS: None.

SECRETARY’S REPORT: Motion made by Sharon Yearwood to approve the February 11, 2020 minutes as amended. Second by Ruthie Alexander. Motion carried.

CORRESPONDENCE: Director Bill Pixley advised the Board the Library had received several property tax appeals as is usually the case this time of year. Many appeals are by various groups under LLC corporate structure.

TREASURER’S REPORT: The Treasurer’s Report was read by Bob Metcalf. Balances were reported as follows for February 29, 2020:

Community First Bank	General Operating Cash	573,509.44
	Working Cash Fund	199,942.00
	Special Reserve Fund	378,149.00
	Total	\$1,151,600.44

Motion to approve the Treasurer’s report for February 2020, move \$100,000 from savings to checking, and pay the February bills was made by Renee Jenkins. Second by Chad Curd. ROLL CALL #1 was approved 6-0.

DIRECTOR’S REPORT: Assistant Library Director Esther Curry reported on the completion of the recycled plastic picnic table project, an effort spearheaded by Children’s Librarian Melissa Burns in 2019. The table is currently on the east side of the Library lawn but will require a supportive pad in its final destination due to its weight. Esther said postings of the table on the Library FB page had several shares and many hits. It indicated a project patrons felt invested in after contributing materials, their time, and their effort sorting plastic bottle tops.

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

REPORT OF OFFICERS:

President: None.

Treasurer: None.

STANDING COMMITTEES:

Finance Committee Report: None.

Personnel Committee Report: The Committee met on February 24, 2020 to discuss salary increases but was not ready to submit their recommendations due to pending materials regarding insurance costs. They will submit the recommendations and the meeting minutes for Board approval in a future session.

Policy Committee Report: None.

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Building and Grounds Committee Report: The Committee met at 6 PM, March 10, 2020 just before the regular Board Meeting. They will compile their minutes and findings from that session for future approval by the Board. Recommendations from their previous meeting was scheduled for consideration under New Business during tonight's regular Board Meeting.

Community Relations Committee Report: None.

REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM: None.

REPORT FROM THE SHAKESPEARE FOUNDATION: Bob Metcalf reported that the market is very volatile at the moment.

ANNEX: The Board discussed joining the Library parking lot and the Annex parking lot to form an 'S' shaped driving path from street entrances and exits rather than the straight path from Broadway to Main/Main to Broadway which exists now. Motorists currently avoid travelling a half block further east to 7th St. on Broadway by cutting through our lot. They don't reduce their speed and create an ongoing concern for pedestrian safety. In the past, speed bumps have attempted to slow the traffic with varied results. Points were made regarding expanded parking area as well as the slowing 'S' automobile route which should reduce vehicle speeds over our lot.

UNFINISHED BUSINESS: The Board resumed discussion of amending rules regarding late fees. A motion was made by Clyde Hall to approve a pilot project, a test period on fine forgiveness for Library patrons 12 years of age and younger. Second by Sharon Yearwood. ROLL CALL #2 was approved 6-0.

Trustees who were not present last meeting were given 2020 Economic Interest forms to fill out and return to Bill.

NEW BUSINESS: Assistant Librarian Esther Curry showed the Board proposals from available E-rate service providers, an annual process for our ongoing service. Due to reliability, best value, and the possibility of hardware upgrades needed for other providers should we switch, Esther recommended we continue with Clearwave Communications. Motion to approve Esther's recommendation and retain Clearwave as our E-rate provider made by Ruthie Alexander. Second by Clyde Hall. ROLL CALL #3 was approved 6-0.

The Board considered three proposals from Dave Mulvin Painting Contractors, Inc. regarding painting of Library ground floor sections. Per the recommendation of the Building and Grounds Committee, a motion was made to accept an amended version of Proposal #1 for material and labor to paint the Hall and the Circulation areas, and Proposal #2 for material and labor to paint the Meeting Room. Motion made by Chad Curd to accept the proposals as amended and authorize the work to be done. Second by Ruthie Alexander. ROLL CALL #4 was approved 6-0.

The Board considered two proposals from So. Illinois Tile and Carpet Supply, Inc. for covering a carpet/tile area, and for carpeting the Meeting Room. Per the recommendations of the Building and Grounds Committee, a motion was made by Chad Curd and seconded by Ruthie Alexander

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to accept and authorize both proposals from So. Illinois Tile and Carpet Supply as presented. ROLL CALL #5 was approved 6-0.

The Biannual Review of Closed Session Minutes was conducted by Board Members Clyde Hall and Sharon Yearwood. They recommended that the Closed Session Minutes remain closed. Motion was made by Ruthie Alexander to accept their recommendations. Second by Chad Curd. Motion carried.

Director Bill Pixley advised the Board that the annual Interlibrary Loan Report has been completed and submitted to the appropriate offices.

Bill briefed the Board on precautions being taken regarding the coronavirus situation. Additional cleaning steps have been introduced on handling loaned materials. Board members recommended no-touch disinfectant dispensers (like the ones used in area hospitals) at several key locations around the Library, for use by staff and patrons. Bill also outlined steps being considered regarding Library operations given different severity levels of the outbreak.

CLOSED SESSION: None.

ADJOURNMENT: A motion to adjourn was made by Ruthie Alexander at 8:20 PM. Second by Sharon Yearwood. Motion carried.
