

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT  
MINUTES – BOARD OF LIBRARY TRUSTEES  
June 9, 2020**

President Ruthie Alexander called the meeting to order at 7:05 PM. Present using Zoom were Ruthie Alexander, Amanda Crider, Chad Curd, Clyde Hall, Renee Jenkins, and Sharon Yearwood. Trustee/Board Treasurer Bob Metcalf, Library Director Bill Pixley, and Asst. Library Director Esther Curry were together at the Library. The necessary quorum was present.

President Ruthie Alexander opened the meeting with a statement: "Having decided that an in-person meeting is not prudent or practical because of Trustee immunocompromised health concerns, as the Board President, I've determined that we will conduct business tonight through virtual meetings as outlined in Illinois Senate Bill 2135. This legislation is pending signing by the Governor, but on advice from the Attorney General's Office and the Public Access Counselor, we will adopt these procedures."

In compliance with Senate Bill 2135, the meeting was also recorded on Zoom by Assistant Librarian Esther Curry.

**AUDIENCE TO VISITORS:** None.

**SECRETARY'S REPORT:** Motion made by Amanda Crider to approve the May 12, 2020 minutes as presented. Second by Ruthie Alexander. ROLL CALL #1 was approved 7-0.

**CORRESPONDENCE:** Director Pixley advised the Board that we had received the Per Capita Grant notices. He also said the Library Staff had signed a card of appreciation for Board Members, thanking them for their support during the COVID-19 facility shutdown.

**TREASURER'S REPORT:** The Treasurer's Report was read by Bob Metcalf. Balances were reported as follows for May 31, 2020:

Community First Bank	General Operating Cash	245,910.00
	Working Cash Fund	199,942.00
	Special Reserve Fund	491,032.00
	Total	936,884.00

Motion to approve the Treasurer's report for May 2020 and pay the May bills was made by Sharon Yearwood. Second by Ruthie Alexander. ROLL CALL #2 was approved 7-0.

**DIRECTOR'S REPORT:** Library Director Bill Pixley addressed the Board regarding several topics. As he had previously predicted, replacement tax was down, from \$13,000 received last year to only \$7,000 this year. He reported the Library received \$47,000 from the Per Capita Grant and \$5,000 from the Mobile Home Tax.

Bill reminded the Board that, during the year Illinois operated without a budget, the payout of Per Capita Grant monies earmarked for libraries was skipped entirely. Given the economic setbacks of 2020 so far, it's possible that Per Capita Grant funds may again not be distributed. He put forth the possibility as something to consider as we begin considering the annual Working Budget.

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Bill spoke about a pending change in rules on fees for non-resident Library cards. We may be required to give free non-resident cards for children who meet certain income requirements. However, those rule changes also require them to get cards from their nearest library, which should in all cases be libraries in other counties. Our non-resident fees need not take this into consideration now.

Bill updated the Board on the situation regarding two oak trees on the front lawn. One has died, and our tree service will be removing it at a cost Bill can approve. The biggest elder oak has lost more limbs recently and according to the tree service needs to be removed before more limbs fall and cause damage. Bill may need future Board approval to cover the cost of this larger tree removal.

The Ameren bill at the Library has long been tied to the City of Mt. Vernon account, and often our billing notification skipped months and we would suddenly have a large payment to make. This has finally been resolved, and the Library is being billed consistently and monthly according to Bill.

Bill also shared statistics on the Library's first week instituting curbside pickup service. 145 people utilized curbside service, checking out 492 books and other items. He also said the Summer Reading program online had 25 adults, 7 teens, and 73 children registered and taking part.

**Staff Reports:** Children's Librarian Melissa Burns submitted a report on her online activities for kids as Children's Department outreach during the months of April and May. President Ruthie Alexander asked that Melissa submit future reports before the Board Meetings date, perhaps 24 hours in advance, so that members could be updated prior to the session.

**REPORT OF OFFICERS:**

**President:** None.

**Treasurer:** None.

**STANDING COMMITTEES:**

**Finance Committee Report:** None.

**Personnel Committee Report:** Committee Chair Sharon Yearwood went over details on two Personnel Committee Meetings, one on February 24, 2020 and the other June 6, 2020, regarding salary increases for the fiscal year and an increase in staff insurance. Renee Jenkins ran down the numbers from the Committee's recommendations to the Board on both matters. Clyde Hall made a motion to approve the minutes of both Personnel Committee meetings. Second by Renee Jenkins. ROLL CALL #3 was approved 7-0.

**Policy Committee Report:** None.

**Building and Grounds Committee Report:** Committee Chair Ruthie Alexander recapped items discussed during the Building and Grounds Committee meeting on March 10, 2020. The members reviewed proposals on building repairs (window caulking, east side stonework, front stairs repair, parking lot resurfacing, retaining wall work) improvements, and painting and carpet

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work submitted by Andy McMillan. The members prioritized the order they wished the projects handled in. Several of the top priority projects have begun, based on Board approval last meeting regarding the Committee's recommendations. The minutes for the meeting will be submitted for Board approval next meeting.

**Community Relations Committee Report:** None.

**REPORT FROM THE ILLINOIS HEARTLAND LIBRARY SYSTEM:** Assistant Librarian Esther Curry reported that IHLS is gearing up to get materials back to their hubs and ready to circulate once more. Van delivery service is tentatively scheduled to resume July 7, 2020. This should enable the resumption of interlibrary loans for books and other items.

**REPORT FROM THE SHAKESPEARE FOUNDATION:** Bob Metcalf reported that everything collected in recent driver efforts had been invested except for a sum of \$610.02.

**ANNEX:** None.

**UNFINISHED BUSINESS:** Director Pixley and Assistant Director Curry gave updates on the re-opening of the Library now that the curbside service had started. Bill began planning for controlled facility re-opening starting in July, contingent upon updates from the Jefferson County Health Department regarding COVID-19 spikes or hot spots. The plan includes initially limiting the number of patrons inside the Library to 20, having four computers available, and requiring masks or face shields for patrons 5 years old and older. Curbside pickup and delivery will still be available as well, at least through July. Bill said that should a staff member or visitor contract COVID-19, the Library would be required to follow State of IL guidelines and undergo a two-week quarantine with the facility closed. Board members discussed the State Guidelines and their adherence locally regarding public and private properties. Trustee Chad Curd stated that, as anxious as he was for the Library resume full operations once again, he was opposed to the idea that the Library will require masks. Trustee Sharon Yearwood voiced support for the number of patrons using the curbside service in its first week and the amount of materials lent out in the same period.

**NEW BUSINESS:** The Personnel Committee recommendations for staff salaries and insurance increases for FY 2020-2021 were reviewed by the Board. The Committee's recommendation consisted of a 2.5% wage increase for full and part-time employees, along with the Library paying half the insurance rate increase for full-timers. As part of this package, four part-time employees would then see their salaries raised to \$11.00 per hour as of January 1, 2021 in accordance with Illinois' ongoing minimum wage increase. Ruthie Alexander made a motion to approve the Committee recommendation for the wages increases outlined above. Second was by Amanda Crider. ROLL CALL #4 passed 7-0.

The Board considered C.E. Brehm Memorial Public Library District's annual participation in the Public Library Non-Resident Services Program (23 Ill. Adm. Code 3050) for the period starting July 1, 2020. A motion was made by Ruthie Alexander to keep the non-resident fee charged by the Library at \$100.00 per year. Second was by Sharon Yearwood. Trustee Amanda Crider

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abstained due to a possible conflict of interest as one of her relatives has a non-resident Library card. ROLL CALL #5 passed with 6 yeas, 1 abstention, and no nays, 6-1-0.

The Board considered the annual Building Fund Tax Levy Ordinance 2020-01. Ruthie Alexander made a motion to approve the Building Fund Tax Levy Ordinance. Sharon Yearwood seconded. ROLL CALL #6 passed 7-0.

Director Pixley submitted to the Board the First Draft of the annual Working Budget. He requested they study it until the next regular meeting.

**CLOSED SESSION:** None.

**ADJOURNMENT:** A motion to adjourn was made by Ruthie Alexander at 8:06 PM. Second by Clyde Hall. ROLL CALL #7 was approved 7-0.

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