

**C.E. BREHM MEMORIAL PUBLIC LIBRARY DISTRICT  
MINUTES – BOARD OF LIBRARY TRUSTEES  
May 12, 2020**

President Ruthie Alexander called the meeting to order at 7:01 PM. Present using Zoom were Ruthie Alexander, Amanda Crider, Renee Jenkins, and Sharon Yearwood. Bob Metcalf, Library Director Bill Pixley and Asst. Library Director Esther Curry were together at the Library, and on Zoom. Due to computer problems, Clyde Hall joined the meeting at 7:19 PM. Chad Curd was absent. The necessary quorum was present.

**AUDIENCE TO VISITORS:** Using Zoom, one patron, Paul, was in attendance.

**SECRETARY’S REPORT:** Motion made by Ruthie Alexander to approve the March 10, 2020 minutes. Second by Bob Metcalf. Motion carried.

**CORRESPONDENCE:** None.

**TREASURER’S REPORT:** The Treasurer’s Report was read by Bob Metcalf. Balances were reported as follows for April 30, 2020:

Community First Bank	General Operating Cash	314,574.34
	Working Cash Fund	199,942.00
	Special Reserve Fund	491,032.00
	Total	1,005,548.34

Motion to approve the Treasurer’s report for April 2020 and pay the March and April bills was made by Ruthie Alexander. Second by Renee Jenkins. ROLL CALL #1 was approved 5-0.

**DIRECTOR’S REPORT:** Library Director Bill Pixley advised the Board programming will not restart until after summer.

**Staff Reports:** None.

**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 reported that IHLS Delivery is working at getting materials sitting at the hubs & Libraries back to where they were going.

**REPORT FROM THE SHAKESPEARE FOUNDATION:** Bob Metcalf reported that the market remained down at the time of the meeting and had been lower in the wake of economic downturn from the pandemic. Foundation resources were down approx. \$137,000 as a result.

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Bob added, however, that most financial advisers believe the market may correct itself as the economy begins to reopen.

**ANNEX:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** Director Pixley put forth the proposal by Randy McMillan for stonework repair on the east entrance and the adjoining east steps. Motion made by Ruthie Alexander to approve the McMillan proposal. Second by Clyde Hall. ROLL CALL #2 was approved 6-0.

Bill discussed with the Board plans for reopening the Library when the Governor's stay-at-home order is lifted. Staff will be working out a curbside pickup system as an initial return to service, tentatively in June. This step will be followed, again tentatively, with limited and controlled public access into the Library itself sometime in July. These plans include providing protective clothing and apparatus for staff.

Census polling at the Library will begin at some point over the summer, again with social distancing and controlled access. There are no plans for holding programs at the Library until at least September, subject to change. However, some programs will be conducted before that with performers using Zoom. The Summer Reading Program will take place and be, done online as well. It will be expanded to include teens and adults this year.

Director Pixley went over increases in the staff health insurance for the next fiscal year. Motion was made by Ruthie Alexander to approve the insurance cost and continue with the current provider. Second by Clyde Hall. ROLL CALL #3 was approved 6-0.

The Personnel Committee scheduled a meeting to consider staff salaries. Many of the conditions originally outlined in previous sessions dedicated to the topic have changed with the pandemic. The session will be held Tuesday, June 2<sup>nd</sup> at 10 AM through Zoom.

**CLOSED SESSION:** None.

**ADJOURNMENT:** A motion to adjourn was made by Ruthie Alexander at 7:46 PM. Second by Clyde Hall. Motion carried.

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